

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Kimberly Dickens

Date: 11/16/2021

Supervisor Name Ali Rage

Hire Date: 10/28/2021

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session                       Assignment End                       Termination

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                                       Poor Work Quality  
 Falsifying Company Documents                       Other

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused absence on 11/12/2021

**3. Prior Warnings:**

Notified Upon Hire

**4. The following immediate corrective action must be taken by the employee.**

Go two months without any unexcused absences or it may result in further disciplinary action.

Employee Signature: *Kimberly Dickens* Date: 11/17/21

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: *Kelly M. Suttle* Date: 11.17.21