

EMPLOYEE WARNING NOTICE FORM

Employee Name: Sarah Harris

Date: 12/15/2020

Supervisor Name: Jamie S

Hire Date: 11/16/2020

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 1/20/2021

3. Prior Warnings:

11/18/2020 – written for attendance

12/14/2020 – final for attendance

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

Failure to do so will result in further disciplinary action up to and including termination.

Go 2 months without calling in. Failure to do so could result in possible written warning / possible final warning.

Employee Signature: _____ Date: _____

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

Manager's Signature: mailed 1/21/21 _____ Date: _____