

EMPLOYEE WARNING NOTICE FORM



Employee Name: Ana Batalu

Date: 1/11/2021

Supervisor Name: Peter Draheim

Hire Date: 11/02/2020

- 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 1/7/2022 and 1/10/2022

3. Prior Warnings:

- 11/3/2021- Verbal for attendance
- 11/12/2021- Notification for attendance
- 11/19/2021- Verbal for attendance
- 12/1/2021- Verbal for attendance
- 12/20/2021- Written for attendance

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: Date: _____

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

Manager's Signature: Date: 1.13.2022