

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Jose Lozoya

Date: 4/14/2022

Supervisor Name: Ali Rage

Hire Date: 10/18/2021

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Verbal Warning   | <input type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End  | <input type="checkbox"/> Termination   |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Tardiness         | <input type="checkbox"/> Insubordination                       |
| <input type="checkbox"/> Damaged Equipment            | <input type="checkbox"/> Failure to Follow Procedure           |
| <input type="checkbox"/> Absenteeism                  | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation             | <input type="checkbox"/> Poor Work Quality                     |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other                                 |

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

Unexcused tardy on 4/13/2022

**3. Prior Warnings:**

4/7/2022- Notification for tardy  
4/11/2022- Notification for tardy

**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: APR 14, 2022

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

Manager's Signature:  Date: 4.14.2022