

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Jose Lozoya

Date: 5/16/2022

Supervisor Name Ali Rage and Gai Nguyen

Hire Date: 10/18/2021

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Verbal Warning              | <input checked="" type="checkbox"/> Written Warning | <input checked="" 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 type="checkbox"/> Tardiness                    | <input type="checkbox"/> Insubordination                       |
| <input type="checkbox"/> Damaged Equipment            | <input type="checkbox"/> Failure to Follow Procedure           |
| <input checked="" 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 absence on 5/13/2022.

**3. Prior Warnings:**

- 10/25/2021- Written for attendance
- 11/8/2021 and 11/10/2021- Written for attendance
- 11/30/2021- Written for attendance
- 12/2/2021- Written for attendance
- 1/10/2022- Written for attendance
- 2/14/2022- Written for attendance
- 3/17/2022- Written for attendance
- 4/28/2022- Written for attendance
- 5/10/2022- Final 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: *Jose Lozoya* Date: May 18-22

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

Manager's Signature: *Kelly M. Soble* Date: 5-18-22