

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Ana Batalu

Date: 5/17/2021

Supervisor Name: Peter Draheim

Hire Date: 11/02/2020

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Verbal Warning              | <input checked="" 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 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 5/16/2022

**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
- 1/7/2022- Written for attendance
- 1/10/2022- Written for attendance
- 3/28/2022- Notification for attendance
- 3/29/2022- Notification for attendance
- 4/4/2022- Verbal for attendance
- 4/27/2022- Verbal for attendance
- 5/6/2022- Verbal for attendance
- 5/9/2022- Verbal for attendance
- 5/10/2022- Verbal 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: *Ana* Date: 5/19/2022

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

Manager's Signature: *Kelly M. Suttle* Date: 5.19.22