

EMPLOYEE WARNING NOTICE FORM



Employee Name: Jose Lozoya III

Date: 6/7/22

Supervisor Name: Ali Rage

Hire Date: 1/31/22

- 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 6/6/22.

3. Prior Warnings:

Notified Upon Hire 1/31/22

3/31/22-coaching due to tardiness

Written-2/2/22, 2/23/22, 3/29/22,4/27/22,5/9/22

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

Jose will be expected to not call in for the next 4 months otherwise his assignment will end. We have offered him many opportunities to improve his attendance and there has been no improvement. This is causing hardship on our company not having consistent attendance.

Employee Signature: Jose Lozoya Date: 6-7-22

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

Manager's Signature: Ali Rage Date: 6/7/22