

EMPLOYEE WARNING NOTICE FORM



Employee Name: Nicholas Garbacik

Date: 6/7/22

Supervisor Name: Jamie Sorenson

Hire Date: 5/17/22

- 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. & 6/7/22

3. Prior Warnings:

Notified Upon Hire 5/17/22

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

Nick will need to not call in for the next two months or her assignment will end.

Employee Signature: via phone Date: 6/8

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

Manager's Signature: Kelly Adell Date: 6/8

Spoke to on the phone on 6/8. He is having COVID symptoms and is getting tested today. KS 6/8