

EMPLOYEE WARNING NOTICE FORM



Employee Name: Amanda Meyer

Date: 6/7/22

Supervisor Name: Ali Rage

Hire Date: 5/18/22

- 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
- Damaged Equipment
- Absenteeism
- Policy Violation
- Falsifying Company Documents
- Insubordination
- Failure to Follow Procedure
- Failure to Meet Performance Standards
- Poor Work Quality
- Other

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 6/6/22.

3. Prior Warnings:

Notified Upon Hire 5/18/22
Written-5/23/22-5/26/22, 6/6/22

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

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

Via Phone

Employee Signature: _____ Date: _____

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

Manager's Signature: *Kelly Adil* Date: *6/7*

Spoke to on phone on 6/7. Refused to come to office. She said she understood her attendance and its standing. KS 6/7