

EMPLOYEE WARNING NOTICE FORM



Employee Name: Jessica Koob

Date: 12/8/2022

Supervisor Name: Anthony Dahlke

Hire Date: 11/3/2022

- | | | |
|--|---|--|
| <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 checked="" type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input 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 Tardy on 12/7/2022

3. Prior Warnings:

Notified upon Hire
11/25/2022- Notification for tardy
11/29/2022- Notification for tardy
12/6/2022- Verbal for tardy

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: Jessica Koob Date: 12-14-22

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

Manager's Signature: Kelly M. Sutton Date: 12.14.2022