

EMPLOYEE WARNING NOTICE FORM



Employee Name: Paul Cockrell

Date: 12/8/2022

Supervisor Name: Jeremy

Hire Date: 11/30/2022

- | | | |
|------------------------------------------------------|-----------------------------------------------------|----------------------------------------|
| <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 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 12/6/2022 and 12/7/2022

3. Prior Warnings:

Notified upon Hire
11/30/2022

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: *Paul Cockrell* Date: 12-13-14

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

Manager's Signature: *Kelly M. Sutton* Date: 12-13-14