

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Juan Vasquez

Date: 12/28/2022

Supervisor Name: Sam Chea

Hire Date: 9/19/2022

- 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 12/27/2022

**3. Prior Warnings:**

Notified upon Hire  
9/29/2022- Written for attendance  
11/29/2022- Verbal for attendance  
12/19/2022- Verbal for attendance

**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:  Date:

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

Manager's Signature:  Date: 12.28