

EMPLOYEE WARNING NOTICE FORM



Employee Name: Juan Vasquez

Date: 1/6/23

Supervisor Name: Ali Rage

Hire Date: 9/19/22

- 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:

Juan was working in the slicing room opening boxes and left the line with notifying his supervisor or line lead. The lead notified the supervisor of Juans absence. The supervisor noticed Juan leaving the line 3 times with no notification. The supervisor pulled Juan aside to talk to him about the situation. Juan became aggressive towards the supervisor and did not answer the supervisor when he was asked why he kept leaving the line. Juan went back to work and finished his shift. Any employee is allowed to leave the line if needed but needs to notify their supervisor or lead.

3. Prior Warnings:

Juan was spoken to the first time he left the line unexcused on 1/5/23 but left two more times.

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

If Juan does not speak to his line lead or supervisor when he needs to leave the line, it will result in assignment end due to job abandonment.

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____