

# EMPLOYEE WARNING NOTICE FORM



Employee Name: David Dewerff

Date: 1/23/2023

Supervisor Name: Jeremy

Hire Date: 1/9/2023

- 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 absences on 1/20/2023.

### 3. Prior Warnings:

Notified upon Hire  
1/13/2023- Written for attendance  
1/16/2023- Written for attendance  
1/17/2023- Written 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: David Dewerff Date: 01-23-2023

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

Manager's Signature: Kelly M. Suttle Date: 1-23-2023