

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Jeremey Green

Date: 4/28/2023

Supervisor Name: Jeremy

Hire Date: 1/3/2023

- 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                                       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:**

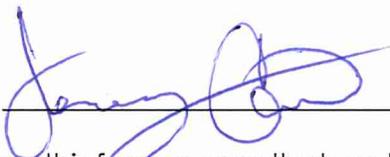
Unexcused absence on 4/27/2023.

**3. Prior Warnings:**

- Notified upon Hire
- 1/4/2023- Written for attendance
- 1/5/2023- Written for attendance
- 1/18/2023- Written for attendance
- 2/6/2023- Final for attendance.
- 2/28/2023- Final 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: 5.1.23

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

Manager's Signature:  Date: 5.3.23