

EMPLOYEE WARNING NOTICE FORM



Employee Name: Jimmy Link

Date: 5/4/2023

Supervisor Name: Kendra

Hire Date: 5/1/2023

- | | | |
|--|---|--|
| ☐ 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 5/3/2023.

3. Prior Warnings:

Notified upon Hire

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: 05-04-23

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

Manager's Signature:  Date: 5.4.23