

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Duane Bock

Date: 5/16/2023

Supervisor Name: Ali Rage and Gai Nguyen

Hire Date: 3/6/2023

- 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 5/15/2023

**3. Prior Warnings:**

Notified upon Hire  
3/28/2023- Verbal for attendance.  
4/4/2023- Written for attendance.  
4/17/2023- 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: Duane Bock Date: 5-19-23

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

Manager's Signature: Kelly M. Suttle Date: 5.19.23