

EMPLOYEE WARNING NOTICE FORM



Employee Name: Jose Orduno Mandujano

Date: 7/20/23

Supervisor Name: Jamie Sorenson

Hire Date: 6/28/23

- 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 7/19/23

3. Prior Warnings:

Notified upon Hire
Written-7/11/23

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: Jose Orduno Date: 7-24-23

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

Manager's Signature: [Signature] Date: 7/28/23