

EMPLOYEE WARNING NOTICE FORM



Employee Name: Brandon Loera

Date: 8/29/2023

Supervisor Name: Anthony Dahlke

Hire Date: 5/22/2023

- 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 Tardy on 8/28/2023.

3. Prior Warnings:

- Notified upon Hire
6/2/2023- Notification for tardy
6/6/2023- Notification for tardy
6/14/2023- Notification for tardy
6/27/2023- Notification for tardy
6/28/2023- Notification for tardy
7/6/2023- Notification for tardy
7/7/2023- Notification for tardy
7/10/2023- Verbal for tardy
7/11/2023- Verbal for tardy
7/17/2023- Written for tardy
7/19/2023- Written for tardy
7/31/2023- Written for tardy
8/6/2023- Written for tardy
8/18/2023- Written for tardy

4. The following immediate corrective action must be taken by the employee.

Go two months without any unexcused tardies or it may result in further disciplinary action.

Employee Signature: Brandon G Date: 9/1/23

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

Manager's Signature: [Signature] Date: 9/1/23