

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Diana Sanchez

Date: 9/20/2023

Supervisor Name: Peter Draheim

Hire Date: 8/3/2023

- 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 9/19/2023.

**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: Diana M Sanchez Date: 9.26.23

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

Manager's Signature: Kelly McSuttle Date: 9.26.23  
9.28.23