

EMPLOYEE WARNING NOTICE FORM



Employee Name: Kenyatta McGee

Date: 9/25/2023

Supervisor Name: Kendra Lunt

Hire Date: 7/19/2023

- 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 9/22/23.

3. Prior Warnings:

Notified upon Hire

7/26/23-Written

8/8/23-Written

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: Kenyatta McGee Date: 09/26/23

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

Manager's Signature: Kelly M. Suta Date: 10.4.23