

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Aguiel Bior

Date: 11/2/2023

Supervisor Name: Anthony Dahlke

Hire Date: 8/8/2023

- 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 11/1/2023.

**3. Prior Warnings:**

Notified upon Hire  
10/3/2023- 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: Aguiel Bior Date: 11.2.23

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

Manager's Signature: Kelly M. Sutton Date: 11.2.23