

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Justice Logan

Date: 11/13/2023

Supervisor Name: Peter Draheim

Hire Date: 10/12/2020

- 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 11/7/2023 and 11/11/2023.

### 3. Prior Warnings:

- 11/18/2022- Notification for attendance
- 12/27/2022- Verbal for attendance
- 2/20/2023- Notification for attendance
- 2/28/2023- Verbal for attendance
- 3/1/2023- Verbal for attendance
- 3/27/2023- Verbal for attendance
- 6/5/2023 and 6/6/2023- Notification for attendance
- 7/14/2023- Notification for attendance
- 7/17/2023 and 7/18/2023- Notification for attendance
- 8/4/2023- Verbal for attendance
- 8/7/2023- Written for attendance
- 9/11/2023, 9/12/2023, 9/13/2023- Notification for attendance
- 9/20/2023- Verbal for attendance
- 10/3/2023 and 10/4/2023- Verbal 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: Justice Logan Date: 11/16/23

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

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_