EMPLOYEE WARNING NOTICE FORM

Employee Name: Maria Rodriguez   **Date:** 12/13/2023

Supervisor Name: Anthony Dahlke   **Hire Date:** 10/23/2023

☐ 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 12/12/2023.

3. Prior Warnings:

Notified upon Hire
11/1/2023- Written for attendance.
11/27/2023- Written for attendance.
11/28/2023- Written for attendance.
11/30/2023- 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: _____ Date: 12/15/2023

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

Manager's Signature: _____ Date: 12/18/23