

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Javier Becerra Jr.

Date: 1/8/2024

Supervisor Name: Peter Draheim

Hire Date: 8/21/2023

- 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 1/5/2024.

**3. Prior Warnings:**

- Notified upon Hire
- 9/6/2023- Written for attendance.
- 10/13/2023- Verbal for attendance.
- 11/27/2023- Verbal for attendance.
- 12/12/2023- Written for attendance.
- 12/18/2023- Written for attendance.
- 12/26/2024- Written for attendance.
- 1/4/2024- 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: *Javier Becerra Jr.* Date: 1/11/24

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

Manager's Signature: *Kelly N. Sutton* Date: 11-16-24