

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Anthony Alexander

Date: 1/16/2024

Supervisor Name: Jeremy

Hire Date: 9/6/2023

- 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 tardiness on 1/15/2024.

**3. Prior Warnings:**

Notified upon Hire  
10/4/2023 and 10/5/2023- Notification for tardiness  
10/26/2023- Notification for tardiness  
11/13/2023- Notification for tardiness  
12/5/2023- Notification for tardiness  
12/13/2023 and 12/14/2023- Verbal for tardiness  
1/8/2024- Written for tardiness  
1/11/2024- Written for tardiness

**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: Anthony Alexander                      Date: 1/19/2024

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

Manager's Signature: [Signature]                      Date: 1/19/24