

EMPLOYEE WARNING NOTICE FORM



Employee Name: Michael Banks

Date: 2/1/2024

Supervisor Name: Anthony Dahlke

Hire Date: 12/11/2023

- | | | |
|--|---|--|
| <input type="checkbox"/> Verbal Warning | <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End | <input type="checkbox"/> Termination |

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

2. Details of Unsatisfactory Behavior/Actions:

Unexcused tardiness on 1/31/2024.

3. Prior Warnings:

Notified upon Hire
12/29/2023- Notification for tardiness
1/3/2024- Notification for tardiness
1/14/2024- Verbal for tardiness
1/26/2024- Verbal 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: *Michael Banks* Date: 2/5/24

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

Manager's Signature: *[Signature]* Date: 2/6/24