

EMPLOYEE WARNING NOTICE FORM



Employee Name: Mike Banks

Date: 2/14/2024

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 type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" 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:

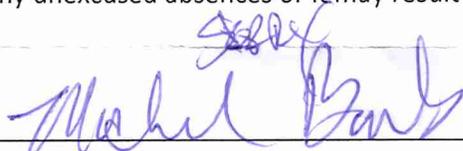
Unexcused absence on 2/13/2024.

3. Prior Warnings:

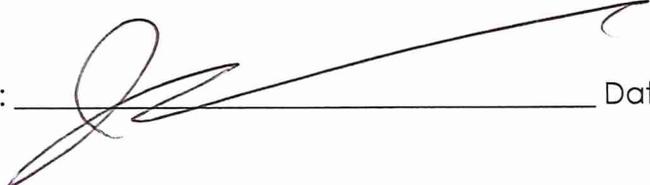
Notified upon Hire
12/15/2023- Verbal for attendance.
1/10/2024- Written for attendance.
2/1/2024 and 2/2/2024- Written for attendance.

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:  Date: 2/22/2024

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

Manager's Signature:  Date: 2/23/24

EMPLOYEE WARNING NOTICE FORM



Employee Name: Mike Banks

Date: 2/15/2024

Supervisor Name: Anthony Dahlke

Hire Date: 12/11/2023

- 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 2/13/2024 and 2/14/2024.

3. Prior Warnings:

Notified upon Hire
12/15/2023- Verbal for attendance.
1/10/2024- Written for attendance.
2/1/2024 to 2/2/2024- 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:  Date: 

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

Manager's Signature:  Date: 2/23/24

EMPLOYEE WARNING NOTICE FORM



Employee Name: Michael Banks

Date: 2/20/2024

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:

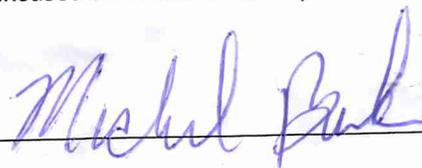
Unexcused tardiness on 2/19/2024.

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
- 1/31/2024- 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:  Date: 2/22/24

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

Manager's Signature:  Date: 2/23/24