

EMPLOYEE WARNING NOTICE FORM



Employee Name: Mike Banks

Date: 2/22/2024

Supervisor Name: Anthony Dahlke

Hire Date: 12/11/2023

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|--|---|--|
| ☐ 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 2/21/2024.

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.
2/13/2024 and 2/14/2024- 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: Michael Banks Date: 2/25/24

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

Manager's Signature: [Signature] Date: 2/27/24