

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Mike Banks

Date: 3/4/2024

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 2/29/2024.

**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  
2/21/2024- 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: 3/7/24

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

Manager's Signature: *[Signature]* Date: 3/4/24

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Mike Banks

Date: 3/5/2024

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 3/4/2024.

**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
- 2/21/2024- Written for attendance
- 2/29/2024- 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: *Mike Banks* Date: 3-7-24

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

Manager's Signature: *[Signature]* Date: 3/11/24