

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Anthony Alexander

Date: 3/19/2024

Supervisor Name: Jeremy

Hire Date: 9/6/2023

- |  |   |  |
|--|---|--|
| <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 3/18/2024.

**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
- 1/15/2024- Written for tardiness
- 2/12/2024- Written for tardiness
- 2/14/2024- Written for tardiness
- 2/29/2024- Written for tardiness
- 3/5/2024- 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: 03/21/24

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

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_