

# 19EMPLOYEE WARNING NOTICE FORM



Employee Name: Mike Banks

Date: 4/19/2024

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 4/18/2024.

**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
- 3/4/2024- Written for attendance
- 3/12/2024- Written for attendance
- 3/18/2024 and 3/19/2024- Written for attendance
- 4/3/2024- 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: 4/22/24

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

Manager's Signature: [Signature] Date: 4/23/24