

EMPLOYEE WARNING NOTICE FORM



Employee Name: Ben Joseph

Date: 4/29/2024

Supervisor Name: Jamie Sorenson

Hire Date: 10/18/2023

- | | | |
|--|---|--|
| <input checked="" 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 4/27/2024.

3. Prior Warnings:

Notified upon Hire
11/18/2023 to 11/19/2023- Written for attendance
4/19/2024- Written for attendance
4/24/2024 to 4/25/2024- 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: Ben Joseph Date: 4/30/2024

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

Manager's Signature: Kelly McSitt Date: 4-30-24