

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Anthony Jones

Date: 5/28/2024

Supervisor Name: Anthony Dahlke

Hire Date: 10/19/2023

- 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
- Damaged Equipment
- Absenteeism
- Policy Violation
- Falsifying Company Documents
- Insubordination
- Failure to Follow Procedure
- Failure to Meet Performance Standards
- Poor Work Quality
- Other

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused tardy on 5/24/2024.

**3. Prior Warnings:**

Notified upon Hire

12/22/2023- Notification for tardiness

4/24/2024-Written for tardiness

1/9/2024- Notification for tardiness

5/7/2024-Verbal for tardiness

1/16/2024 and 1/17/2024- Verbal for tardiness

2/16/2024- Verbal for tardiness

3/1/2024- Verbal for tardiness

3/27/2024-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 Jones Date: 5/30/24

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

Manager's Signature: [Signature] Date: 5/31/24