

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Jessica Armbrust

Date: 8/6/2024

Supervisor Name: Sam Chea

Hire Date: 11/15/2016

- 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 8/5/2024

**3. Prior Warnings:**

- 10/23/2023- Notification for attendance
- 11/24/2023- Notification for attendance
- 11/27/2023- Notification for attendance
- 11/28/2023- Notification for attendance
- 3/1/2024- Notification for attendance
- 3/7/2024- Notification for attendance
- 3/25/2024- Verbal for attendance
- 4/15/2024- Verbal for attendance
- 4/16/2024- Verbal 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: Jessica Armbrust Date: 8-13-24

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

Manager's Signature: Kellym Suttlen Date: 8.14