

# EMPLOYEE WARNING NOTICE FORM



**Employee Name:** Justice Logan

**Date:** 1/21/2025

**Supervisor Name:** Peter Draheim

**Hire Date:** 10/12/2020

- |  |   |  |
|--|---|--|
| <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 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 absences on 1/20/2025.

**3. Prior Warnings:**

- 1/22/2024- Written for attendance
- 3/11/2024- Written for attendance
- 4/23/2024- Written for attendance
- 4/29/2024 and 4/30/2024- Written for attendance
- 6/5/2024- Written for attendance
- 6/12/2024- Written for attendance
- 7/19/2024- Written for attendance
- 8/23/2024- Written for attendance
- 9/16/2024- Written for attendance
- 10/18/2024- Written for attendance
- 10/25/2024- Written for attendance
- 11/1/2024- Written for attendance
- 11/4/2024 and 11/5/2024- Written for attendance
- 11/22/2024- Written for attendance
- 12/5/2024- Written for attendance
- 1/9/2025- 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: Justice Logan Date: 1/21/25

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

Manager's Signature: Kelley Smith Date: 1-21-25