

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Anthony Jones

Date: 3/11/2025

Supervisor Name: Anthony Dahlke

Hire Date: 10/19/2023

- |  |   |  |
|--|---|--|
| <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 checked="" type="checkbox"/> Tardiness         | <input type="checkbox"/> Insubordination                       |
| <input type="checkbox"/> Damaged Equipment            | <input type="checkbox"/> Failure to Follow Procedure           |
| <input 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 tardy on 3/10/2025.

**3. Prior Warnings:**

- 3/27/2024- Written for tardiness
- 4/24/2024- Written for tardiness
- 5/7/2024- Written for tardiness
- 5/24/2024- Written for tardiness
- 5/29/2024- Written for tardiness
- 5/31/2024- Written for tardiness
- 8/9/2024- Verbal for tardiness
- 10/1/2024- Verbal for tardiness
- 10/4/2024- Verbal for tardiness
- 10/10/2024- Written for tardiness
- 11/26/2024- Written for tardiness
- 12/4/2024- Verbal for tardiness
- 2/12/2025- Verbal for tardiness

**4. The following immediate corrective action must be taken by the employee.**

Go two months without any unexcused tardiness or it may result in further disciplinary action.

Employee Signature:  Date: 3/11/25

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

Manager's Signature:  Date: 3/13/25