

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Justice Logan

Date: 9/23/2025

Supervisor Name: Peter Draheim

Hire Date: 10/12/2020

- 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 absences on 9/22/2025.

**3. Prior Warnings:**

- 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
- 1/20/2025- Written for attendance
- 1/27/2025 and 1/29/2025- Written for attendance
- 2/3/2025 and 2/4/2025- Written for attendance
- 5/7/2025- Verbal for attendance
- 5/15/2025- Verbal for attendance
- 7/18/2025- Verbal for attendance
- 7/30/2025- Written for attendance
- 8/14/2025 to 8/15/2025- Written for attendance
- 8/21/2025- 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: 9/23/25

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

Manager's Signature: Kellyn Sims Date: 9.23