

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Ezel Stevens

Date: 5/21/26

Supervisor Name: Jamie Sorenson

Hire Date: 5/4/26

- |                                                      |                                          |                                                   |
|------------------------------------------------------|------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Verbal Warning              | <input type="checkbox"/> Written Warning | <input checked="" 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 absence 5/20/26.

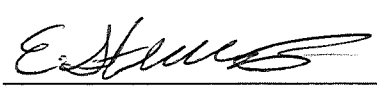
**3. Prior Warnings:**

Notified upon hire.

Written-5/10/26, 5/14/26

**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:  Date: 5/28/26

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

Manager's Signature:  Date: 5/28/26