

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Javier Villareal

Date: 10/7/2021

Supervisor Name: Sam Chea

Hire Date: 8/4/2021

- 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 10/5/2021 and 10/6/2021

**3. Prior Warnings:**

- 8/11/2021- Written for attendance
- 8/14/2021- Written for attendance
- 8/24/2021- 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: Javier Date: 10-7-21

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

Manager's Signature: Kelly M Smith Date: 10.7.21