

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Ruby Wyatt

Date: 6/30/2020

Supervisor Name: Jeff Ramaker

Hire Date: 6/18/2020

- 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 Absence on 6/29/2020

**3. Prior Warnings:**

6/19/2020 – Written for attendance

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

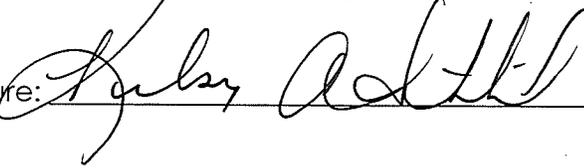
**Failure to do so will result in further disciplinary action up to and including termination.**

Go 2 months without calling in. Failure to do so may result in possible final warning or assignment end.

2 Months from offence is 8/29/2020.

Employee Signature:  Date: 7/1/20

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

Manager's Signature:  Date: 7/1/2020