

StarLine Luxury Coaches

Employee Warning Notice

TYPE OF ACTION: Counseling Verbal Written notice 3 Day Suspension Discharge

Date: _____

Verbal Counseling Date: _____

Department: _____

Verbal Counseling Date: _____

Name of Employee: _____

Counseling Item: _____

Name of Supervisor: _____

TYPE OF VIOLATION:

- | | |
|---|---|
| <input type="checkbox"/> Violation of Company Policies/Procedures | <input type="checkbox"/> Unsatisfactory Performance |
| <input type="checkbox"/> Inappropriate Behavior | <input type="checkbox"/> Willful Damage to Company Property |
| <input type="checkbox"/> Insubordination | <input type="checkbox"/> Attendance |
| <input type="checkbox"/> Lateness/Early Quit | <input type="checkbox"/> Drinking/Drugs While at work |
| <input type="checkbox"/> Threatening or Engaging in Violence | <input type="checkbox"/> Other |

Reason for Action: _____

Expectations: _____

By signing below I agree with the above statement and understand I must improve my behavior/performance immediately. Failure to improve will result in additional disciplinary action up to and including termination of employment.

Employee Signature

Date

Employee decline to sign the form

Manager Signature

Date

Supervisors Signature