

EMPLOYEE WARNING NOTICE FORM

Employee Name: Keu Cham

Date: 7/9/2020

Supervisor Name: ~~Jenny Seth~~ Jeff Ramaker

Hire Date: 3/2/2020

- 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 6/26/2020

3. Prior Warnings:

6/12/2020 – Verbal 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 8/26/2020.

Employee Signature: [Signature] Date: 7/9/2020

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

Manager's Signature: [Signature] Date: 7/9/20