

EMPLOYEE WARNING NOTICE FORM

Employee Name: Zahra Mahamoud

Date: 5/14/2021

Supervisor Name: Bunthy Douk

Hire Date: 7/5/2018

- 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 5/12/2021 and 5/13/2021

3. Prior Warnings:

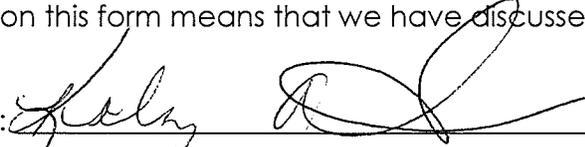
- 6/2/2020- Verbal for attendance
- 7/22/2020- Notification for attendance
- 7/31/2020- Verbal for attendance
- 9/9/2020- Notification for attendance
- 9/18//2020- Verbal for attendance
- 10/13/2020- Verbal for attendance
- 11/23/2021- Written for attendance
- 2/24/2021- Written for attendance
- 3/9/2021- Written for attendance
- 5/4/2021- Written for attendance

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

Go 2 months without calling in. Failure to do so could result in possible written warning / possible final warning.

Employee Signature: _____ Date: _____

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

Manager's Signature:  Date: 5/14/21

Refused to sign.