

EMPLOYEE WARNING NOTICE FORM

Employee Name: Fadumo Elmi

Date: 5/17/2021

Supervisor Name: Jonny Soth

Hire Date: 8/14/2019

- 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 5/15/2021

3. Prior Warnings:

8/17/2020- NCNS
10/19/2020- Notification for attendance
10/20/2020- Notification for attendance
11/25/2020- Notification for attendance
12/15/2020- Verbal for attendance
1/5/2021- Verbal for attendance
2/2/2021- Verbal for attendance
2/4/2021 and 2/5/2021- Verbal for attendance
5/2/2021- Verbal 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: Fadumo Elmi Date: _____

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

Manager's Signature: [Signature] Date: 5/17/2021