

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Abdi Ali Date: 5/14/2021

Supervisor Name: Bunthy Douk Hire Date: 11/27/2018

- 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 5/11/2021 and 5/13/2021

## 3. Prior Warnings:

5/12/2020- Notification for attendance  
5/21/2020- Notification for attendance  
8/19/2020- Written for attendance  
9/9/2020- Written for attendance  
9/21/2020- Written for attendance  
10/8/2020- Written for attendance  
3/2/2021- Verbal for attendance  
4/7/2021 Notification for attendance  
4/14/2021- Notification for attendance  
4/24/2021- Verbal for attendance  
4/28/2021- Verbal for attendance  
4/29/2021- 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: \_\_\_\_\_

Left voicemails on 5/12/2021 and 5/14/2021. Mailed on 5/18