

EMPLOYEE WARNING NOTICE FORM

Employee Name: Fertun Jama

Date: 5/24/2021

Supervisor Name: Jonny Soth

Hire Date: 5/18/2021

- 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 5/23/2021

3. Prior Warnings:

Notified upon hire

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: *Fertun Jama* Date: 24-5-2021

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

Manager's Signature: _____ Date: _____