

EMPLOYEE WARNING NOTICE FORM

Employee Name: Gai Nguyen

Date: 5/26/2021

Supervisor Name: Jonny Soth

Hire Date: 5/20/2011

- 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 5/24/2021

3. Prior Warnings:

6/22/2020- Verbal for attendance
6/23/2020- Verbal for attendance
7/20/2020- Verbal for attendance
8/10/2020- Verbal for attendance
8/11/2020- Verbal for attendance
9/17/2020- Notification for attendance
9/18/2020- Notification for attendance
9/21/2020- Notification for attendance
10/19/2020- Verbal for attendance
10/20/2020- Verbal for attendance
10/21/2020- Verbal for attendance
11/23/2020- Verbal for attendance
12/7/2020- Verbal for attendance
1/8/2021- Verbal for attendance
2/16/2021- Verbal for attendance
3/15/2021- Verbal for attendance
3/16/2021- Verbal for attendance
3/17/2021- Verbal for attendance
3/27/2021- Verbal for attendance
4/6/2021- 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:  Date: 06.02.2021

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

Manager's Signature:  Date: 6/2/21