

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Abdirahman Abukar

Date: 6/7/2021

Supervisor Name: Jonny Soth

Hire Date: 9/28/2020

- 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 6/4/2021

**3. Prior Warnings:**

- 12/30/2021- Notification for attendance
- 3/4/2021- Notification for attendance
- 3/22/2021- Verbal for attendance
- 4/17/2021- Verbal for attendance
- 5/23/2021- Verbal for attendance

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

Go two months without an unexcused absence or it may result in further disciplinary action.

Employee Signature:  Date: 6/10/21

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

Manager's Signature:  Kelly M. Soth Date: 6.7.21