

EMPLOYEE WARNING NOTICE FORM

Employee Name: Chengseng Yang

Date: 5/20/2021

Supervisor Name: Kendra Adams

Hire Date: 3/4/2020

- | | | |
|--|---|--|
| <input type="checkbox"/> Verbal Warning | <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End | <input type="checkbox"/> Termination |

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence 5/18/2021

3. Prior Warnings:

7/22/2020 – Notification for attendance
7/23/2020 – Verbal for attendance
8/3/2020 – Written for attendance
8/4/2020 – Written for attendance
8/25/2020 – Written for attendance
8/26/2020 – Written for attendance
11/30/2020 – Verbal for attendance
12/1/2020 – Verbal for attendance
1/26/2021 – Written for attendance
2/8/2021 – Written for attendance
2/9/2021 – Written for attendance
2/11/2021- Notification for tardiness
3/3/2021 and 3/4/2021- Written for attendance
5/17/2021- Verbal for attendance

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

Failure to do so will result in further disciplinary action up to and including termination.

Go 2 months without calling in. Failure to do so could result in possible written warning / possible final warning

Employee Signature: Chynna Yu Date: 5-29-21

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

Manager's Signature: Kelly Sutton Date: 6/9/2021

No working voicemailbox 5/20/2021. Mailed on 5/21/2021