

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Chanthy Khit

Date: 6/16/2021

Supervisor Name: Bunthy Douk

Hire Date: 5/25/2011

- 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 6/15/21

**3. Prior Warnings:**

- 7/20/2020- Notification for attendance
- 8/17/2020- Verbal for attendance
- 9/17/2020- Notification for tardy
- 12/7/2020- Notification for attendance
- 1/8/2021- Notification for attendance
- 4/5/2021- Notification for attendance
- 4/9/2021- Verbal for attendance

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

Go 2 months with out an unexcused absence or it may result in further disciplinary action.

Employee Signature:  Date: 6-16-21

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

Manager's Signature:  Date: 6/16/21