

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Saidi Farah Yete

Date: 6/17/2021

Supervisor Name: Jonny Soth

Hire Date: 5/18/2020

- 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
- Damaged Equipment
- Absenteeism
- Policy Violation
- Falsifying Company Documents
- Insubordination
- Failure to Follow Procedure
- Failure to Meet Performance Standards
- Poor Work Quality
- Other

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused Absence from 6/14/2021 to 6/16/2021

**3. Prior Warnings:**

- 8/26/2020- Notification for attendance
- 9/14/2020- Notification for attendance
- 9/15/2020- Notification for attendance
- 10/10/2020 Verbal for attendance
- 10/12/2020- Verbal for attendance
- 1/20/2021- Notification for attendance
- 3/3/2021-Notification for attendance
- 5/2/2021- Notification for attendance
- 5/13/2021- Verbal for attendance

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

Go two months without an unexcused absence.

Employee Signature: Saidi Date: \_\_\_\_\_

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

Manager's Signature: Kelly Satter Date: 6/18/2021