EMPLOYEE WARNING NOTICE FORM

CMG Corporate Management Group
Workforce Management & Staffing Experts

Employee Name: Halimo Sarah **Date:** 6/21/2021

Supervisor Name: Jonny Soth **Hire Date:** 6/16/2021

☐ 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 on 6/19/2021

3. Prior Warnings:

Notified upon hire

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: Halimo Date: 6/21/2021

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

Manager's Signature: Kelly R. Suth Date: 6/21/21