EMPLOYEE WARNING NOTICE FORM

CMG Corporate Management Group
Workforce Management & Staffing Experts

Employee Name: Juana Arteaga **Date:** 6/29/2021

Supervisor Name: Jamie Sorenson **Hire Date:** 8/8/2007

☐ 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 6/28/2021

3. Prior Warnings:
7/20/2020- Notification for attendance
10/26/2020- Notification for attendance
12/14/2020- Notification for attendance
3/19/2021- Notification for attendance
5/22/2021- Notification for attendance
6/1/2021- Notification for attendance
6/15/2021- Verbal for attendance

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

Go two months without any unexcused absences or it may result in further disciplinary action.

Employee Signature: _____ Date: 6/30/1

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

Manager's Signature: Kelly M. Sutter Date: 6/30/2021