

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Abdikarin Abukar

Date: 8/17/2021

Supervisor Name: Sam Chea

Hire Date: 9/28/2020

- 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                                       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 8/13/2021

**3. Prior Warnings:**

- 12/30/2020- Notification for attendance
- 3/11/2021- Notification for attendance
- 3/20/2021- Verbal for attendance
- 4/7/2021- Verbal for attendance
- 5/3/2021- Verbal for attendance
- 5/10/2021- Written for attendance
- 5/12/2021- Written for attendance
- 8/1/2021- 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: Abdikarin Abukar Date: \_\_\_\_\_

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

Manager's Signature: Kelly N. Suttle Date: 8/25

No working Voicemail