

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Abdelrahman Gumaa

Date: 8/30/2021

Supervisor Name: Peter Draheim

Hire Date: 7/15/2021

- 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                                       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:**

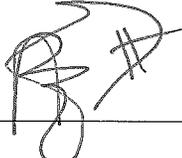
Unexcused absence on 8/27/2021, 8/28/2021, and 8/29/2021

**3. Prior Warnings:**

7/22/2021- Written for attendance  
7/23/2021 to 7/25/2021- Written for attendance  
8/7/2021- Written 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: 08/31/21

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

Manager's Signature:  Date: 8/31