

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Anyieth Nyang

Date: 10/18/2021

Supervisor Name: Peter Draheim

Hire Date: 7/26/2021

- 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 10/15/2021

### 3. Prior Warnings:

- 7/31/2021- Written for attendance
- 8/16/2021- Written for attendance
- 8/19/2021- Written for attendance
- 8/24/2021- Written for attendance
- 9/7/2021- Final for attendance
- 9/22/2021- Written for attendance
- 9/25/2021- Written for attendance
- 9/27/2021- Written for attendance
- 10/13/2021- 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: [Signature] Date: 10/19/2021

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

Manager's Signature: [Signature] Date: 10.19