

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Misipa Gezghn

Date: 10/22/2021

Supervisor Name: Peter Draheim

Hire Date: 9/30/2021

- 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 10/21/2021

**3. Prior Warnings:**

10/2/2021 and 10/3/2021- Written for attendance  
10/8/2021 and 10/9/2021- 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: 10/25/2021

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

Manager's Signature:  Date: 10.25