

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Leila Adan

Date: 10/26/2021

Supervisor Name: Ali Rage

Hire Date: 10/13/2021

- 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 10/25/2021

**3. Prior Warnings:**

Notified upon hire

**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: Leila Adan Date: 10-28-21

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

Manager's Signature: Kelly M Smith Date: 10-28