

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Fertun Jama

Date: 5/24/2021

Supervisor Name: Jonny Soth

Hire Date: 5/18/2021

- 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 5/23/2021

**3. Prior Warnings:**

Notified upon hire

**4. The following immediate corrective action must be taken by the employee.**

Go 2 months without calling in. Failure to do so could result in possible written warning / possible final warning.

Employee Signature: *Fertun Jama* Date: 24-5-2021

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

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_