

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Wael Wahba

Date: 1/3/2022

Supervisor Name: Peter Draheim

Hire Date: 8/4/2021

- 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 12/30/2021

**3. Prior Warnings:**

- 8/10/2021- Verbal for attendance
- 8/16/2021- Written for attendance
- 8/30/2021- Written for attendance
- 9/8/2021- Written for attendance
- 11/11/2021- Written for attendance
- 11/15/2021- Written for attendance
- 12/7/2021- 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: Wael Wahba Date: 01-03-2022

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

Manager's Signature: Kelly M. Scott Date: 1-3-2022