

EMPLOYEE WARNING NOTICE FORM



Employee Name: Fatuma Adan

Date: 3/15/2022

Supervisor Name: Sam Chea

Hire Date: 5/10/2018

- 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 3/14/2022

3. Prior Warnings:

3/20/2021- Notification for attendance
1/10/2022- Written for attendance
2/15/2022- 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: Fatuma A Date: 04-07-2022

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

Manager's Signature: Kelly M. Sull Date: 4-5-2022