

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Chengseng Yang

Date: 3/29/2022

Supervisor Name: Kendra Adams

Hire Date: 3/4/2020

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Verbal Warning              | <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End             | <input type="checkbox"/> Termination   |

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- |   |  |
|---|--|
| <input type="checkbox"/> Tardiness                    | <input type="checkbox"/> Insubordination                       |
| <input type="checkbox"/> Damaged Equipment            | <input type="checkbox"/> Failure to Follow Procedure           |
| <input checked="" type="checkbox"/> Absenteeism       | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation             | <input type="checkbox"/> Poor Work Quality                     |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other                                 |

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused absence on 3/9/2022 and 3/28/2022

**3. Prior Warnings:**

- 5/17/2021- Verbal for attendance
- 5/18/2021- Written for attendance
- 6/30/2021- Written for attendance
- 10/19/2021- Notification for attendance
- 10/21/2021- Verbal for attendance
- 11/19/2021- Verbal for attendance
- 2/14/2022- Notification for attendance
- 2/28/2022- Verbal 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: *Chengseng Yang* Date: 4-6-22

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

Manager's Signature: *Kelly M. Smith* Date: 4.6.2022