

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Chengseng Yang

Date: 4/12/2022

Supervisor Name: Kendra Adams

Hire Date: 3/4/2020

- 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 4/11/2022

**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
- 3/9/2022- Written for attendance
- 3/28/2022- 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: Chengseng Yang Date: 4/13/22

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

Manager's Signature: Kelly M. Sutter Date: 4.13.22