

EMPLOYEE WARNING NOTICE FORM



Employee Name: Mohamed Abdi

Date: 5/11/2022

Supervisor Name: Ali Rage

Hire Date: 3/21/2022

- 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 5/10/2022

3. Prior Warnings:

- 4/29/2022- Notification for attendance
5/2/2022- Notification for attendance

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

Final warning for failing to call the call-in line on 5/10/22. When he came to work on 5/11/22 he told his supervisors that he overslept and did not come in. If he fails to call the call-in line in the future, his assignment will end due to job abandonment.

Employee Signature: Mohamed Abdi Date: Mo 9-11-22

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

Manager's Signature: Kelly M. Scott Date: 5/11/22