

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Susan Douangmichit

Date: 5/16/2022

Supervisor Name: Jamie Sorenson

Hire Date: 9/1/2021

- |  |   |  |
|--|---|--|
| <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 5/10/2022, 5/11/2022, 5/12/2022, 5/13/2022 and 5/14/2022.

**3. Prior Warnings:**

- 9/12/2021- Written for attendance
- 9/13/2021- Written for attendance
- 11/16/2021- Written for attendance
- 11/17/2021- Written for attendance
- 4/15/2022- Notification for attendance
- 4/18/2022- Notification for attendance
- 4/19/2022- Notification for attendance
- 4/20/2022- Notification for attendance
- 4/21/2022- Notification for attendance
- 4/22/2022- Notification for attendance
- 4/26/2022- Notification for attendance
- 5/4/2022- 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:  Date: 05/17/22

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

Manager's Signature:  Date: 5/16/2022