

EMPLOYEE WARNING NOTICE FORM



Employee Name: Chantha Orm

Date: 6/7/22

Supervisor Name: Sam Chea

Hire Date: 12/7/21

- | | | |
|--|---|--|
| <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 6/6/22 & 6/7/22.

3. Prior Warnings:

Notified Upon Hire 12/7/21

Notification-12/16/21, 12/27/21

Verbal-1/7/22, 1/12/22, 1/25/22, 2/22/22, 3/29/22, 4/26/22, 5/6/22, 5/9/22, 5/25/22

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

Chantha will need to not call in for the next four months or her assignment will end.

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____