EMPLOYEE WARNING NOTICE FORM

CMG Corporate Management Group
Workforce Management & Staffing Experts

Employee Name: __Jose Lozoya__   **Date:** __6/8/2022__

Supervisor Name __Ali Rage__   **Hire Date:** 10/18/2021

☐ 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 6/7/2022

3. Prior Warnings:

10/25/2021- Written for attendance
11/8/2021 and 11/10/2021- Written for attendance
11/30/2021- Written for attendance
12/2/2021- Written for attendance
1/10/2022- Written for attendance
2/14/2022- Written for attendance
3/17/2022- Written for attendance
Final-5/10/22, 5/13/22, 5/23/22, 5/24/22

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

Go six months without any unexcused absences or it will result in assignment end. We has an employer have accommodated to Jose's personal schedule and coming in late scheduled. We have given him many opportunities to improve and not cause hardship on the company with his dependability. This will be a final warning and if he does not improve his attendance, his assignment will end.

Employee Signature: _(signature)_   Date: _6-8-22_

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

Manager's Signature: _____ Date: _____