

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Akina Cham

Date: 6/7/22

Supervisor Name: Ali Rage

Hire Date: 5/12/22

- 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 6/6/22.

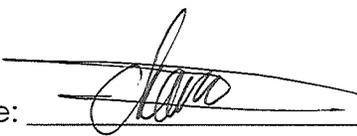
**3. Prior Warnings:**

Notified Upon Hire 5/12/22

Prior to rehire on 5/16, she resigned with no notice given on 5/4 and was not eligible for rehire. The client was fine with her returning. She called in on 5/16 and received a written.

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

Akina was rehired back after resigning with no notice given. She will need to not call in within the next two months or assignment will end.

Employee Signature:  Date: 6/9/22

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

Manager's Signature:  Date: 6-9-2022