

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Chengseng Yang

Date: 6/7/22

Supervisor Name: James Littlefield

Hire Date: 3/4/20

- |  |   |  |
|--|---|--|
| <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 3/4/22  
Written-6/30/21, 3/9/22, 4/11/22, 5/16/22, 5/19/22, 6/4/22  
Notification-10/19/21, 2/14/22  
Verbal-10/21/21, 11/19/21, 2/28/22

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

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

Employee Signature: *Cheng* Date: 6/17/22

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

Manager's Signature: *Jelly M. Seal* Date: 6-17