

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Sokphorn Moeurn

Date: 6/20/2022

Supervisor Name: Jamie Sorenson

Hire Date: 10/7/2020

- 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 6/17/2022

## 3. Prior Warnings:

6/20/2021-- Written for attendance  
10/31/2021- Notification for attendance  
12/27/2021- Notification for attendance  
2/18/2022- Verbal for attendance  
4/12/2022- Verbal for attendance  
4/28/2022- Verbal for attendance  
4/29/2022- Written for attendance

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

Go 2 months without calling in. Failure to do so could result in possible written warning/possible final warning.

Employee Signature:  Date: 6/20/22

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

Manager's Signature:  Date: 6/21/22