

EMPLOYEE WARNING NOTICE FORM



Employee Name: Zahra Abdulqadir

Date: 7/5/2022

Supervisor Name: Peter Draheim

Hire Date: 5/31/2022

- | | | |
|--|---|---|
| <input type="checkbox"/> Verbal Warning | <input checked="" type="checkbox"/> Written Warning | <input checked="" 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 checked="" 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 6/28/2022, 6/30/2022, and 7/1/2022. Final for attendance 7/5/2022.

3. Prior Warnings:

Notified Upon Hire

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

Go two months without any unexcused absences or it may result in further disciplinary action. Failure to use the call-in line could result in assignment end.

Employee Signature: ZAHRA ABDULQADIR Date: _____

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

Manager's Signature: Kelly Scott Date: 7.14.22