

EMPLOYEE WARNING NOTICE FORM



Employee Name: Sayoun (Sammy) Muon

Date: 7/7/2022

Supervisor Name: Peter Draheim

Hire Date: 6/27/2022

- 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 7/6/2022

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.

Employee Signature: *Sayoun Muon* Date: 7-7-14

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

Manager's Signature: *Kelly M. Suttle* Date: 7-7