EMPLOYEE WARNING NOTICE FORM

CMG Corporate Management Group
Workforce Management & Staffing Experts

Employee Name: John Feneis **Date:** 8/10/2022

Supervisor Name: Ali Rage or Gai Nguyen **Hire Date:** 6/20/2022

☐ 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
☐Damaged Equipment
☒Absenteeism
☐Policy Violation
☐Falsifying Company Documents
☐Insubordination
☐Failure to Follow Procedure
☐Failure to Meet Performance Standards
☐Poor Work Quality
☐Other

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 8/9/2022

3. Prior Warnings:

8/1/2022- Written for attendance

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: John Feneis Date: 8-15-2022

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

Manager's Signature: Kelly M Sitte Date: 8.15

1 2 3 4 5 6

1 day