

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Idelfonso Villa Gomez

Date: 10/10/2022

Supervisor Name: Cam Ouk

Hire Date: 9/1/2022

- 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 10/8/2022

**3. Prior Warnings:**

- Notified upon Hire  
9/16/2022- Notification for Tardy  
9/19/2022- Written for attendance  
10/3/2022- Written for attendance  
10/5/2022- Notification for tardy

**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: [Handwritten Signature] Date: 10/10/22

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

Manager's Signature: [Handwritten Signature] Date: 10-10-22

**\*Please sign and return to the CMG Office\***