

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Vincent Tankhamvang Date: 9/20/2022  
Supervisor Name: Peter Draheim Hire Date: 1/11/2010

- 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 9/14/2022

## 3. Prior Warnings:

12/7/2021- Notification for attendance  
12/14/2021- Notification for attendance  
12/27/2021- Verbal for attendance  
1/5/2022- Verbal for attendance  
2/1/2022- Verbal for attendance  
2/22/2022- Notification for attendance  
3/15/2022- Verbal for attendance  
4/5/2022- Written for attendance  
4/26/2022- Written for attendance  
6/1/2022- Verbal for attendance  
6/14/2022- Written for attendance  
6/15/2022- Written for attendance  
8/3/2022- Verbal for attendance  
8/15/2022- Verbal for attendance  
8/30/2022- Verbal for attendance  
9/14/2022- Written for attendance  
9/19/2022- 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: Vincent Tankhamvang Date: 10/06/2022

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

Manager's Signature: Kelly M. Sade Date: 10/11