

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Mohamud Ali

Date: 10/18/2022

Supervisor Name: Ali or Gai

Hire Date: 9/14/2022

- 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 10/17/2022

**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:  Date: \_\_\_\_\_

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

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_