

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Yahye Jaamac Ali

Date: 12/19/2022

Supervisor Name: Ali Rage and Gai Nguyen

Hire Date: 5/31/2022

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Verbal Warning              | <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End             | <input type="checkbox"/> Termination   |

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- |   |  |
|---|--|
| <input type="checkbox"/> Tardiness                    | <input type="checkbox"/> Insubordination                       |
| <input type="checkbox"/> Damaged Equipment            | <input type="checkbox"/> Failure to Follow Procedure           |
| <input checked="" type="checkbox"/> Absenteeism       | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation             | <input type="checkbox"/> Poor Work Quality                     |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other                                 |

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused absence on 12/13/2022 and 12/14/2022

**3. Prior Warnings:**

- Notified upon Hire
- 8/8/2022- Notification for attendance
- 8/17/2022- Notification for attendance
- 8/18/2022- Notification for attendance
- 9/9/2022- NCNS
- 9/28/2022- Verbal for attendance
- 10/12/2022- Verbal for attendance
- 10/19/2022- Written for attendance
- 10/26/2022- Written for attendance
- 11/9/2022- Written for attendance
- 11/29/2022- Final for attendance
- 12/1/2022- NCNS

**4. The following immediate corrective action must be taken by the employee.**

Go four months without any unexcused absences or it may result in further disciplinary action.

Employee Signature: Yahye Date: \_\_\_\_\_

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

Manager's Signature: Kellym Seaton Date: 12.19.22