

EMPLOYEE WARNING NOTICE FORM



Employee Name: Soeun Vong

Date: 12/14/2022

Supervisor Name: Sam Chea

Hire Date: 10/6/2022

- 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 12/12/2022 and 12/13/2022

3. Prior Warnings:

Notified upon Hire
10/24/2022- Notification 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: Soeun Vong Date: _____

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

Manager's Signature: Soeun Vong Date: _____

Jelly M. Smith

12-27-22