

EMPLOYEE WARNING NOTICE FORM



Employee Name: Sayoun (Sammy) Muon

Date: 12/21/2022

Supervisor Name: Peter Draheim

Hire Date: 12/5/2022

- 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 12/20/2022

3. Prior Warnings:

Notification upon hire

Written warning on 12/13/22

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: *Sammy* Date: 12-30-22

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

Manager's Signature: *Kelly M. Suttle* Date: 1-5-23