

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Kader Sharif

Date: 3/14/2023

Supervisor Name: Ali Rage and Gai Nguyen

Hire Date: 6/1/2022

- |  |   |  |
|--|---|--|
| <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 3/10/2023

**3. Prior Warnings:**

- Notified upon Hire
- 6/29/2022- Verbal for attendance.
- 7/11/2022- Verbal for attendance.
- 7/26/2022- Verbal for attendance.
- 9/14/2022- Verbal for attendance.
- 10/11/2022- Verbal for attendance.
- 12/5/2022- Notification for attendance.
- 12/28/2022- Verbal for attendance.
- 12/29/2022- Written for attendance.
- 1/5/2023- Written for attendance.
- 2/15/2023- Written 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: *[Signature]* Date: \_\_\_\_\_

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

Manager's Signature: *Kelly M. Setz* Date: 3.14.23