

EMPLOYEE WARNING NOTICE FORM

Employee Name: Vincent Tankhamvang Date: 2/21/2023

Supervisor Name: Peter Draheim Hire Date: 1/11/2010

- 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 2/20/2023

3. Prior Warnings:

- 2/22/2022- Notification for attendance
- 3/15/2022- Verbal for attendance
- 4/5/2022- Written for attendance
- 4/26/2022- Written for attendance
- 6/1/2022- Verbal for attendance
- 6/14/2022- Written for attendance
- 6/15/2022- Written for attendance
- 8/3/2022- Verbal for attendance
- 8/15/2022- Verbal for attendance
- 8/30/2022- Verbal for attendance
- 9/14/2022- Written for attendance
- 9/19/2022- Written for attendance
- 11/14/2022- Written for attendance
- 11/21/2022- Written for attendance
- 12/15/2022- Written for attendance
- 1/3/2023- Written for attendance

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

Go 4 months without calling in. Failure to do so could result in further disciplinary action.

Employee Signature: Vincent Tankhamvang Date: 03/12/2023

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

Manager's Signature: Kelly M. Suter Date: 3-20-23