

EMPLOYEE WARNING NOTICE FORM



Employee Name: Chengseng Yang

Date: 4/26/2023

Supervisor Name: Kendra

Hire Date: 3/4/2020

- 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 absences on 4/25/2023.

3. Prior Warnings:

- 5/16/2022- Written for attendance
- 5/19/2022- Written for attendance
- 6/4/2022- Written for attendance
- 6/6/2022- Written for attendance
- 6/7/2022- Written for attendance
- 7/12/2022- Written for attendance
- 7/27/2022- Written for attendance
- 8/3/2022- Final for attendance
- 8/17/2022-Final for attendance
- 10/6/2022- Final for attendance
- 12/8/2022- Final for attendance
- 12/12/2022 and 12/13/2022 Final for attendance
- 12/27/2022- Final for attendance
- 1/23/2023-Final for attendance
- 4/3/2023- Verbal for attendance
- 4/4/2023- Verbal for attendance
- 4/18/2023- 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: *Chengseng Yang* Date: 5-1-23

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

Manager's Signature: *Kelly M. Zutter* Date: 5-3-23