

EMPLOYEE WARNING NOTICE FORM



Employee Name: Abdi-Hakeem Hussein

Date: 7/13/2023

Supervisor Name: Anthony Dahlke

Hire Date: 5/22/2023

- 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 Tardy on 7/12/2023

3. Prior Warnings:

- Notified upon Hire
- 6/6/2023-Notification for tardy
- 6/27/2023- Notification for tardy
- 6/28/2023- Notification for tardy
- 6/29/2023- Verbal for tardy
- 7/7/2023- Verbal for tardy
- 7/10/2023- Verbal for tardy
- 7/11/2023- Verbal for tardy

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: Abdi Hakeem Hussein Date: 7-17

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

Manager's Signature: [Signature] Date: 7/18/23