

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Abdi-Hakeem Hussein

Date: 7/18/2023

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 7/17/2023

**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
- 7/12/2023- Written for tardy
- 7/14/2023- Written for tardy

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

Go two months without any unexcused tardiness or it may result in further disciplinary action.

Employee Signature: Abdi Hussein Date: 7-20

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

Manager's Signature: [Signature] Date: 7/20/23