

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Chengseng Yang

Date: 7/27/2023

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 7/26/2023.

**3. Prior Warnings:**

- 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
- 4/25/2023- Written for attendance
- 5/8/2023- Written for attendance
- 5/17/2023- Final for attendance
- 5/18/2023- Final for attendance
- 6/20/2023- Final 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:  Date: 7-1-23

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

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_