EMPLOYEE WARNING NOTICE FORM

CMG Corporate Management Group
Workforce Management & Staffing Experts

Employee Name: Maria Rodriguez **Date:** 11/28/2023

Supervisor Name: Anthony Dahlke **Hire Date:** 10/23/2023

☐ 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 absence on 11/27/2023.

3. Prior Warnings:

Notified upon Hire
11/1/2023- 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: Maria Rodriguez Date: 11/29/23

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

Manager's Signature: Date: 11/30/23