

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Simon Deng

Date: 11/28/2023

Supervisor Name: Peter Draheim

Hire Date: 8/28/2023

- 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                                       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 absence on 11/27/2023.

**3. Prior Warnings:**

Notified upon Hire  
9/25/23-Written for attendance.  
10/2/2023- 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:  Date: 11/30/23

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

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