

EMPLOYEE WARNING NOTICE FORM



Employee Name: Chengseng Yang

Date: 1/10/2024

Supervisor Name: Kendra Lunt

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
- 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 absences on 1/9/2024. (Final Warning for Attendance)

3. Prior Warnings:

- 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
- 7/26/2023- Written for attendance
- 9/18/2023- Written for attendance
- 10/9/2023 and 10/10/2023- Written for attendance
- 10/19/2023- Written for attendance
- 12/4/2023- Written for attendance
- 12/5/2023- Written for attendance
- 12/18/2023- Written for attendance
- 12/20/2023- Written for attendance
- 12/27/2023- Written for attendance
- 1/3/2024- Written for attendance
- 1/4/2024- Written for attendance

I was there on Jan 9 2024.
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