

EMPLOYEE WARNING NOTICE FORM



Employee Name: Chengseng Yang

Date: 1/24/2024

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 | ☐ 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 1/23/2024. (Final Warning for Attendance)

3. Prior Warnings:

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
1/9/2024- Reviewed and confirmed NCNS (Final)

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: Clyde Jr Date: 1-30-24

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

Manager's Signature: Kellym Sutton Date: 1.30.24