

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Chantry Long

Date: 4/29/2024

Supervisor Name: Sam Chea

Hire Date: 3/14/2022

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Verbal Warning              | <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End             | <input type="checkbox"/> Termination   |

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- |   |  |
|---|--|
| <input type="checkbox"/> Tardiness                    | <input type="checkbox"/> Insubordination                       |
| <input type="checkbox"/> Damaged Equipment            | <input type="checkbox"/> Failure to Follow Procedure           |
| <input checked="" type="checkbox"/> Absenteeism       | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation             | <input type="checkbox"/> Poor Work Quality                     |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other                                 |

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused absence on 4/26/2024

**3. Prior Warnings:**

- 5/26/2023- Verbal for attendance
- 6/14/2023- Verbal for attendance
- 7/7/2023- Verbal for attendance
- 7/25/2023- Written for attendance
- 9/20/2023- Written for attendance
- 11/21/2023- Written for attendance
- 1/16/2024- Verbal for attendance
- 1/30/2024 AND 1/31/2024- Verbal for attendance
- 3/18/2024- Verbal for attendance
- 3/28/2024 and 3/29/2024- 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: Chantry Long Date: 5.6.2024

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

Manager's Signature: Kelly M. Saxe Date: 5.7.2024