

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Tilahun Abella

Date: 4/30/2024

Supervisor Name: Peter Draheim

Hire Date: 11/6/2023

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Verbal Warning              | <input checked="" type="checkbox"/> Written Warning | <input checked="" 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 4/29/2024.

**3. Prior Warnings:**

- Notified upon Hire
- 1/2/2024- Notification for attendance
- 1/22/2024- Notification for attendance
- 2/12/2024- Verbal for attendance
- 4/8/2024- 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:  Date: 5/15/24

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

Manager's Signature:  Date: 5/15