

# EMPLOYEE WARNING NOTICE FORM



Employee Name:                     Chantha Orm                    

Date:           5/24/2024          

Supervisor Name:                     Kendra                    

Hire Date:           12/7/2021          

- 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 5/23/2024.

**3. Prior Warnings:**

- Notified upon Hire
- 6/12/2023- Written for attendance
- 6/27/2023 and 6/28/2023- Written for attendance
- 7/3/2023- Written for attendance
- 10/9/2023- Verbal for attendance
- 2/27/2024- Notification for attendance
- 3/19/2024- Verbal for attendance
- 4/2/2024- Written for attendance
- 4/18/2024- Written for attendance
- 5/16/2024- 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:                     *[Signature]*                     Date:           5/28/24          

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

Manager's Signature:                     *[Signature]*                     Date:           5-28

**EMPLOYEE WARNING NOTICE FORM**



**Employee Name:** Chantha Orm

**Date:** 5/17/2024

**Supervisor Name:** Sam Chea

**Hire Date:** 12/7/2021

- 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 5/16/2024.

**3. Prior Warnings:**

- 6/12/2023- Written for attendance
- 6/27/2023 and 6/28/2023- Written for attendance
- 7/3/2023- Written for attendance
- 10/9/2023- Verbal for attendance
- 2/27/2024- Notification for attendance
- 3/19/2024- Verbal for attendance
- 4/2/2024- Written for attendance
- 4/18/2024- 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: [Signature] Date: 5/20/24

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

Manager's Signature: [Signature] Date: 5.29