

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Kevin Sithavongsa

Date: 10/7/2024

Supervisor Name: Jeremy

Hire Date: 9/11/2024

- 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:**

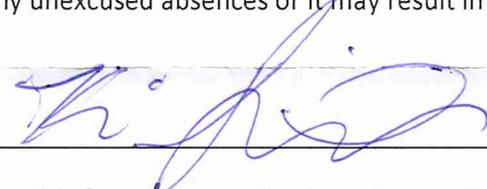
Unexcused absence on 10/3/2024.

**3. Prior Warnings:**

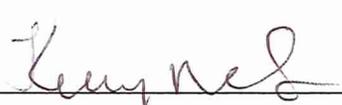
Notified upon Hire

**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: 10-10-2024

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

Manager's Signature:  Date: 10.17