

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Woderyelesh Ayal

Date: 1/21/2025

Supervisor Name: Kendra

Hire Date: 10/30/2023

- 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:**

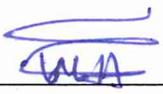
Unexcused absence on 1/20/2025

**3. Prior Warnings:**

- 5/14/2024- Notification for attendance
- 8/5/2024- Notification for attendance
- 10/16/2024- Notification for attendance
- 10/25/2024- Notification for attendance
- 11/18/2024- Verbal for attendance
- 12/18/2024- Verbal for attendance
- 12/20/2024- Verbal 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: 1-29-25

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

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_