

EMPLOYEE WARNING NOTICE FORM



Employee Name: Amino Hayan

Date: 10/23/2025

Supervisor Name: Sam Chea

Hire Date: 8/19/2025

- 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 absences on 10/22/2025.

3. Prior Warnings:

Notified upon Hire
8/26/2025- Written for attendance
9/16/2025 and 9/17/2025- Written for attendance (wre)
10/3/2025- 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: Amino Hayan Date: 10/23

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

Manager's Signature: Kelly M Smith Date: 10-23