

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Woderyelesh Ayal

Date: 10/22/2025

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 10/21/2025.

**3. Prior Warnings:**

- 10/25/2024- Notification for attendance
- 11/18/2024- Verbal for attendance
- 12/18/2024- Verbal for attendance
- 12/20/2024- Verbal for attendance
- 1/20/2025- Written for attendance
- 1/21/2025 and 1/22/2025 – Written for attendance
- 2/24/2025 - Written for attendance
- 3/26/2025- Written for attendance
- 4/10/2025- 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: \_\_\_\_\_ Date: \_\_\_\_\_

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

Manager's Signature: *Kelsey Adkins* Date: 11/3/25

*Refused to sign. KS 11/3*