

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Mon Ouk

Date: 10/16/2025

Supervisor Name: Ali Rage and Gai Nguyen

Hire Date: 1/8/2024

- 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 10/14/2025 and 10/15/2025.

**3. Prior Warnings:**

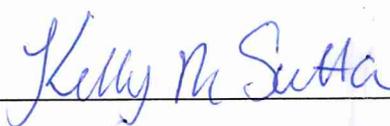
3/10/2025- Notification for attendance  
5/13/2025 and 5/14/2025- Notification for attendance  
6/4/2025- Notification for attendance  
8/4, 8/5/, 8/6, 8/7, and 8/8/2025- Notification for attendance  
8/19/2025- Verbal for attendance  
9/18/2025- Verbal for attendance  
9/30/2025- Verbal for attendance

**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: 11-3-25

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

Manager's Signature:  Date: 11.3.25