

EMPLOYEE WARNING NOTICE FORM



Employee Name: Amino Hayan

Date: 11/26/2025

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 11/25/2025.

3. Prior Warnings:

Notified upon Hire
8/26/2025- Written for attendance
9/16/2025 and 9/17/2025- Written for attendance
10/3/2025- Written for attendance
10/22/2025- 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: 12-12-25

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

Manager's Signature: [Signature] Date: 12-1