

EMPLOYEE WARNING NOTICE FORM



Employee Name: Hana Ayal

Date: 4/16/26

Supervisor Name: Kendra Lunt

Hire Date: 10/30/2023

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|--|---|--|
| ☐ 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 4/16/26.

3. Prior Warnings:

Written-10/25/2025, 10/29/2025, 11/15/2025, 1/28/2026, 3/30/2026

Verbal-1/22/2026, 3/23/2026

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: [Signature] Date: 04-20-26

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

Manager's Signature: _____ Date: _____