



"your workforce management & staffing experts"

EMPLOYEE WARNING NOTICE FORM

Employee Name: **Abub Alual**

Date: **9-10-18**

Manager Name: **Tim Holt**

First Warning Second Warning Other

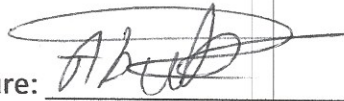
1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness
- Damaged Equipment
- Absenteeism-Excessive**
- Policy Violation
- Falsifying Company Documents
- Insubordination
- Failure to Follow Procedure
- Failure to Meet Performance Standards
- Poor Work Quality
- Other

1. Details of Unsatisfactory Behavior/Actions: **Abub has had 11 Unexcused Absences in the past year. This pattern has become excessive and cannot continue. Excessive absenteeism causes a hardship on fellow co-workers and makes Abub ineligible for raises and bonuses.**

2. The following immediate corrective action must be taken by the employee.
Failure to do so will result in further disciplinary action up to and including termination.

Abub must make every effort to be at work when scheduled. Any further instances will result in further discipline up to and including termination.

Employee Signature:  Date: 9-11-18

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

Manager's Signature:  Date: 9/11/18