



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Ahmed Mohamed**

Date: **November 20, 2018**

Manager Name: **Tim Holt**

First Warning Second Warning Other

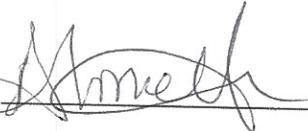
1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism-Excessive | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

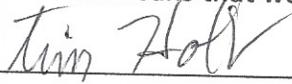
1. Details of Unsatisfactory Behavior/Actions: On October 18, 2018, Ahmed was counseled and given a verbal warning regarding missing too much time from work and leaving early. Since that time, he has had 2 additional Unexcused Absences. This brings him to 7 Unexcused Absences since his hire date of 5-25-18. This pattern has become unacceptable and cannot continue.

**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.**

Ahmed must make every effort to be at work for every scheduled shift. Any further Unexcused Absences will result in immediate termination.

Employee Signature:  Date: 11/21/18

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

Manager's Signature:  Date: 11/21/18