



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Ahmed Mohamed**

Date: **May 3, 2019**

Manager Name: **Tim Holt**

First Warning Second Warning **Other: FINAL**

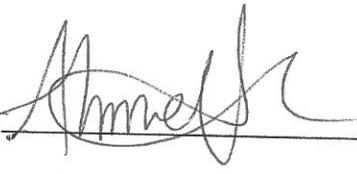
1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|--|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input checked="" type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism | <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 |

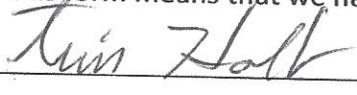
1. Details of Unsatisfactory Behavior/Actions: **Since Ahmed's re-hire date of April 18, 2019, he had had 2 Unexcused Absences. Since his attendance was discussed thoroughly with him upon his re-hire, Ahmed is fully aware that this pattern is unacceptable and will not be tolerated. Also, failure to inform his Supervisor of his absence is also unacceptable as the proper policy was not followed and/or adhered to.**

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.

Any further instances of Unexcused Absences will result in immediate termination. No further warnings will be given, and no excuses will be accepted.

Employee Signature:  Date: 5/4/19

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

Manager's Signature:  Date: 5/4/19