



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Ahmed Mohamed**

Date: **December 4, 2018**

Manager Name: **Tim Holt**

First Warning **Second Warning and FINAL** 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 November 20, 2018, Ahmed received a written warning regarding his excessive absenteeism. Less than 2 weeks later, he missed another shift. This makes a total of 6 Unexcused Absences this quarter and 8 since his hire date of 5-25-18.**

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.

Due to excessive absenteeism, Ahmed is being suspended for a shift without pay. The suspension date will be Thursday, December 6th, 2018. Ahmed must report back to work on Friday, December 7th, 2018 at his regular shift time. Ahmed must understand that any further Unexcused Absences will result in immediate termination.

Employee Signature: Date: 12/5/18

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

Manager's Signature: Date: 12/5/18