

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Darith Hin

Date: 9/3/2025

Supervisor Name: Peter Draheim

Hire Date: 9/18/2024

- 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 9/2/2025.

**3. Prior Warnings:**

- Notified upon Hire
- 10/18/2024- Verbal for attendance
- 1/27/2025- Notification for attendance
- 2/3/2025- Notification for attendance
- 2/24/2025 and 2/26/2025 - Notification for attendance
- 3/3/2025- Verbal for attendance
- 5/13/2025- Verbal for attendance
- 8/13/2025- Verbal for attendance

**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: *Darith Hin* Date: 9-5-25

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

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_