



"your workforce management & staffing experts"

EMPLOYEE WARNING NOTICE FORM

Employee Name: Hakiam Silas

Date: 8/7/25

Manager Name: Darrin Brown

First Warning Second Warning Other

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

- Tardiness
- Damaged Equipment
- Absenteeism
- 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: **During his first week of employment Hakiam has been late every day. He has also been noted as taking breaks that encompass 30+ minutes in duration.**

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. **It is expected that Hakiam clocks in no later than 7:30am. His break times are not to exceed 20 minutes plus a window for travel time(25 minutes max). Further problems in either area will result in an escalation in disciplinary action up to and including termination of employment.**

Employee Signature: *Hakiam Silas* Date: 8-7-25

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

Manager's Signature: *[Signature]* Date: 8-7-25