



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Hoang Chung**

Date: **May 10, 2017**

Manager Name:

- First Warning Second Warning Other-Final Warning

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

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input checked="" type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input 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: Hoang's has continued to boss people around and she constantly tells people what to do. This behavior has adversely impacted the operations in her department. Hoang has been counseled and warned about this ongoing problem and the situation has not changed. Due to this unacceptable conduct, Hoang is being sent home for the day and issued her final warning. If this behavior continues she will be terminated immediately.

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. Hoang must do her job only and she must not tell others what to do or how to do their job. She must treat her co-workers with respect.

Employee Signature: HOANG CHUNG Date: 5/10/17

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

Manager's Signature: Nick Rauben Date: 5/10/17