

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Jemima Jibi

Date: 5/27/2021

Supervisor Name: Jamie Sorenson

Hire Date: 5/22/2019

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Verbal Warning              | <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End             | <input type="checkbox"/> Termination   |

## 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 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                                 |

## 2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 5/26/2021

## 3. Prior Warnings:

6/16/2020- Notification for tardy  
6/19/2020- Notification for attendance  
8/10/2020- Notification for tardy  
8/26/2020- Notification for tardy  
8/27/2020- Notification for attendance  
9/2/2020- Notification for tardy  
10/16/2020- Notification for attendance  
11/17/2020- Notification for attendance  
11/25/2020- Notification for tardy  
12/23/2020- Verbal for attendance  
1/14/2021- Verbal for attendance  
3/16/2021 Notification for attendance  
3/26/2021- Notification for attendance  
4/8/2021- Notification for attendance  
4/9/2021- Notification for tardy  
4/13/2021- Verbal for tardy  
4/14/2021- Verbal for tardy  
4/18/2021- Verbal for tardy  
4/23/2021- Verbal for tardy  
4/24/2021- Verbal for attendance  
4/27/2021- Verbal for tardy  
5/9/2021- Verbal for tardy  
5/11/2021- Verbal for tardy  
5/13/2021- Verbal for attendance

**4. The following immediate corrective action must be taken by the employee.**

Go 2 months without calling in. Failure to do so could result in possible written warning / possible final warning.

Employee Signature: Jemima Jibi Date: 5-27-21

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

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