



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Mohamed Abdi**

Date: **July 28, 2020**

Manager Name: **Tim Holt**

First Warning                       Second Warning                       **Other- FINAL**

**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: **Mohamed did not come to work on Saturday, July 25, 2020 as instructed to and he did not show up for work on Sunday, July 26, 2020. Both of these occurrences are unacceptable and cannot happen again.**

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.

**The next shift that Mohamed does not show up for will result in immediate termination.**

Employee Signature: Employee wouldn't sign TH Date: \_\_\_\_\_

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

Manager's Signature: Tim Holt Date: 7/30/20