



Employee Verbal Counseling Form

Employee Name: Mohamed Salah

Date: May 15, 2017

Department: Packout

Indicate if: Coaching/Counseling Session Verbal Reprimand

Summary of incident and/or reason for warning or counseling: Mohamed did not show up for work on Saturday, May 13, 2017 and he did not call to inform us that he was not coming to work.

Summary of corrective action needed: Mohamed must inform CMG when he can't make it to work.

It is expected that the condition noted above will be corrected immediately. In the event this condition is not corrected, or another offense occurs, you will be subject to further disciplinary action, up to and including termination.

Employee Signature Mohamed Date 5-15-17

(Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself.)

Manager Signature Fari Kasar Date 5-15-17