

EMPLOYEE WARNING NOTICE FORM



Employee Name: Mon Ouk

Date: 2/26/26

Supervisor Name: Ali Rage and Gai Nguyen

Hire Date: 1/8/2024

- | | | |
|--|---|--|
| <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 checked="" 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 2/25/26.

3. Prior Warnings:

- 3/10/2025- Notification for attendance
- 5/13/2025 and 5/14/2025- Notification for attendance
- 6/4/2025- Notification for attendance
- 8/4, 8/5/, 8/6, 8/7, and 8/8/2025- Notification for attendance
- 8/19/2025- Verbal for attendance
- 9/18/2025- Verbal for attendance
- 9/30/2025- Verbal for attendance
- 10/14, 10/15,10/16,10/17- Written for attendance
- 1/12-Notification, 1/15-Verbal

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

Go two months without any unexcused absences or it may result in further disciplinary action.

Employee Signature:  Date: 3-19-26

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

Manager's Signature: _____ Date: _____