



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Nimo Rashid**

Date: **08-17-2017**

Manager Name: **Matt Heaton**

First Warning Second Warning Other

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 |

1. Details of Unsatisfactory Behavior/Actions: **Nimo has had 6 Unexcused Absences in the past 3 months. This pattern is becoming excessive and cannot continue. When you miss work, it puts a hardship on your fellow co-workers and makes it difficult to get the job done timely.**

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.

Nimo must make every to be at work when scheduled. Any further instances of Excessive Absenteeism will result in termination.

Employee Signature: X Nimo Date: 8-17-17

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

Manager's Signature: [Signature] Date: 8-17-17