



**Employee Verbal Counseling Form**

Employee Name: Nura Rashid

Date: May 15, 2017

Department: Packout

Indicate if:  Coaching/Counseling Session  Verbal Reprimand

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

Summary of corrective action needed: Nura must inform CMG when she 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 [Signature] 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 [Signature] Loui Kaiser Date 5-15-17