



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Sami Abdullahi**

Date: **May 11, 2018**

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: **Sami had had 8 Unexcused Absences since his hire date of 4-21-17. This pattern has become excessive and is unacceptable. At this time, you are failing to meet acceptable attendance standards. Because your absences at work are occurring so frequently, you are putting a hardship on fellow co-workers and this must be resolved immediately.**

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.

**You are hereby warned that any further unexcused absences will result in further discipline up to and including termination.**

Employee Signature: Sami Abdullahi Date: 5-13-18

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

Manager's Signature: Tim Holt Date: 5-13-18