



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Sami Abdullahi**

Date: **08-23-17**

Manager Name: **Matt Heaton/Willie Klenk**

First Warning                       **Second Warning and FINAL**                       Other

**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: **On 8-3-17 Sami was given a written warning regarding him being outside smoking without permission. On 8-22-17, Sami was again observed outside taking an unapproved smoke break. This pattern of behavior cannot continue and any further instances of this form of Insubordination will result in immediate termination.**

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.

**Sami must come to work and complete the job tasks asked of him without incident. Sami will not be given any further chances, and he understands that any further occurrences will result in his immediate termination. Also, any further issues of any kind will make him ineligible to move to the Sanitation department when an opening occurs.**

Employee Signature: *Sami Abdullahi* Date: 8.23.17

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

Manager's Signature: *Willie Klenk* Date: 8.23.17