



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Sami Abdullahi**

Date: **December 4, 2018**

Manager Name: **Tim Holt**

- First Warning
- Second Warning
- Other- FINAL

**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-Excessive | <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: On May 11, 2018, Sami received a written warning regarding his excessive absenteeism. Since that time, Sami has had an additional 5 Unexcused Absences.**

**3. 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.**

**Due to unsatisfactory attendance, one more Unexcused Absence will result in a 1 shift suspension Without pay. Any further Unexcused Absences will result in immediate termination.**

Employee Signature: *Sami Abdullahi* Date: \_\_\_\_\_

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

Manager's Signature: *Tim Holt* Date: 12/5/18