



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Sami Abdullahi**

Date: **December 13, 2018**

Manager Name: **Tim Holt**

- First Warning
- Second Warning
- 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: **Taking unauthorized smoke breaks and not completing assigned tasks. On 12-12-18, Sami was outside on an unauthorized smoke break when he should have been working. He also told his Supervisor, Tim Holt, that he did not have time to complete his pre-op work. Both of these infractions are unacceptable and cannot happen again.**

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 follow all company policies and procedures and complete his work on a timely basis. Any further incidents or rule infractions will result in immediate termination. There will be no further warnings given on these issues.**

Employee Signature: *Sami Abdullahi* Date: 12-14-18

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

Manager's Signature: *Tim Holt* Date: 12/14/18