



*"your workforce management & staffing experts"*

**EMPLOYEE WARNING NOTICE FORM**

Employee Name: Thi Nguyen

Date: 06/24/26

Manager Name: Darrin Brown

☐ First Warning

☐ Second Warning

☒ Other

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

☐ Tardiness

☐ Insubordination

☐ Damaged Equipment

☒ Failure to Follow Procedure

☒ Absenteeism

☐ Failure to Meet Performance Standards

☐ Policy Violation

☐ Poor Work Quality

☐ Falsifying Company Documents

☐ Other

1. Details of Unsatisfactory Behavior/Actions: **Thi failed to call into our Human Resources department when out ill for two consecutive days. These absences counted as No Call No Shows, which according to written Company policy is grounds for termination. Our H.R. representative Nate attempted to reach out to her multiple times with no success.**

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. **This failure to follow policy cannot and will not be tolerated. Any further No Call No Shows will be grounds for immediate dismissal from the company. Thi must contact our H.R. department if she is not coming into work.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_