

EMPLOYEE WARNING NOTICE FORM



Employee Name: Rebecca Atem

Date: 5/26/26

Supervisor Name: Peter Draheim

Hire Date: 10/23/2025

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|--|---|--|
| ☐ Verbal Warning | ☒ Written Warning | ☐ Final Warning |
| ☐ Coaching/Counseling Session | ☐ Assignment End | ☐ Termination |

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 |

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 5/26/26.

3. Prior Warnings:

Verbal Warning for attendance 4/15/26
Verbal Warning for attendance 5/04/26
Verbal Warning for attendance 5/15/26
Written Warning for attendance 5/26/26

4. The following immediate corrective action must be taken by the employee.

Go two months without any unexcused absences or it may result in further disciplinary action.

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____