

EMPLOYEE WARNING NOTICE FORM



Employee Name: Bul Ayiei

Date: 9/14/2023

Supervisor Name: Vandee Tipsao

Hire Date: 6/26/2023

- | | | |
|--|---|--|
| <input type="checkbox"/> Verbal Warning | <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End | <input type="checkbox"/> Termination |

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input checked="" type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 8/29/2023 and 9/13/2023.
Leaving early 8/16, 8/17, 8/18, 8/21, 8/23, 8/28, 8/30, 8/31, 9/11, and 9/12.

3. Prior Warnings:

Notified upon Hire

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

Go two months without any unexcused absences or it may result in termination.

Employee Signature: _____ Date: _____

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

Manager's Signature: *[Signature]* Date: 9/14/23