

## **Employee Warning Notice**

Employee Name: Ayelhea Kathleen Ceballos Warning Date: 21 SEPT 2018

Designation: Virtual Assistant No. of Warning(s): Verbal

#### Violation(s)

■ Tardiness (Late w/o Notice)

Unauthorized Absence

AWOL

Insubordination

Conduct

Performance

Creating a Disturbance

Personal Work

Work Quality/Accuracy

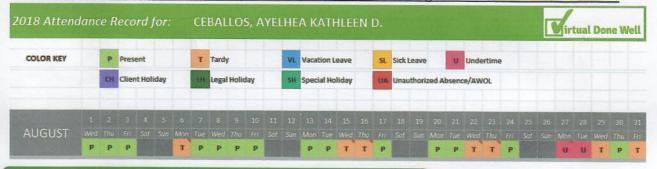
Work Quantity/Output

Willful Damage to Company Property

Other

## Description of Violation(s)

Despite being called out for her habitual tardiness last July 2018, instances of habitual tardiness increased from 5 instances last July 2018 to 7 instances for August 2018.



## Action/Improvement Plan

I will make sure to get up and get ready earlier than the usual to avoid the traffic and coming in late in the future.

## Consequence(s) of Future Infraction/Violation

<u>Further misconduct or violation(s) will result in disciplinary action, up to and including immediate termination.</u>

# I have read this Warning Notice and understand it.

Employee's Signature:	Date: 21/69/2019
Supervisor's Signature:	Date: 41/9/18
Witness' Signature:	Date: