

Employee Performance Discussion & Written Warning Documentation

Employee Name:

Manager:

Date of Occurrence:

Summary of the Event

During the week of July 20, 2026, there were two separate occasions in which [employee name] failed to report for her scheduled shift on time without providing timely communication. These incidents disrupted client operations and resulted in the client contacting Arpeoh to express concerns regarding her reliability (see screenshot below).

Most recently, on **July 23, 2026**, XXX was scheduled to begin work at **8:00 a.m. CT (9:00 a.m. ET)**. She did not report for work at her scheduled start time and did not notify her manager or the client that she would be late or absent. It was only after XXX reached out to her that she began working at approximately **8:45 a.m. CT**, 45 minutes after her scheduled start time.

As noted by the client, this was the **second occurrence of this nature during the same week**, further contributing to the client's frustration and raising concerns about dependability and communication.

Prior Attendance and Communication Issues

This incident follows three previous occurrences in 2026 involving similar failures to communicate appropriately regarding scheduled shifts or meetings:

March 10, 2026 – Missed Scheduled Shift

- XXX failed to report for her scheduled shift at the appropriate start time.

May 11, 2026 – Late Arrival

- XXX notified her manager that she would be "slightly late" for her scheduled **8:30 a.m.** shift.
- However, she did not arrive until **10:30 a.m.**
- As documented in the written warning issued at that time, her communication did not accurately inform her manager or the client when they could reasonably expect her to begin work.

May 27, 2026 – Missed Scheduled Meeting

- XXX did not attend a scheduled meeting.
- When asked about her absence, she explained that she had another scheduled call.

- While a conflicting business commitment may be a valid reason for missing the meeting, because the conflict was known in advance, she was expected to notify those involved in advance that she would be unable to attend.
- This incident resulted in a documented discussion.

Expectations Moving Forward

This is the **fourth documented occurrence within the past six months** involving attendance, punctuality, or a failure to communicate appropriately regarding work obligations.

Reliable attendance and proactive communication are essential job expectations. Employees are expected to notify their manager and, when appropriate, the client as soon as they become aware that they may be late or unable to report for a scheduled shift or meeting.

Accordingly, this document serves as a **final written warning**. Any future incidents involving attendance, punctuality, or failure to communicate appropriately may result in immediate termination of employment.

Our expectation—and our hope—is that no further incidents of this nature will occur.

Employee Signature

Date:

Employee Name

XXXX

Supervisor's Signature

Date:

Supervisor's Name

XXX