

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Jeremiah Okello

Date: 4/23/2021

Supervisor Name: Jamie Sorenson

Hire Date: 2/22/2021

- 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 4/23/2021

## 3. Prior Warnings:

3/10/2021 Verbal for attendance  
3/21/2021 Verbal for attendance  
4/4/2021 Written for attendance  
4/6/2021 Verbal for tardiness  
4/8/2021 Verbal for tardiness  
4/9/2021 Written for attendance  
4/13/2021 Verbal for tardiness  
4/19/2021 Verbal for tardiness  
4/24/2021 Verbal for tardiness  
Notified upon hire

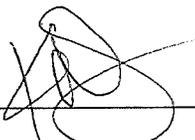
## 4. The following immediate corrective action must be taken by the employee.

Failure to do so will result in further disciplinary action up to and including termination.

Go 2 months without calling in. Failure to do so could result in possible written warning / possible final warning.

Employee Signature: Jeremiah Okello Date: 4/26/21

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

Manager's Signature:  Date: 4/26/21