

EMPLOYEE WARNING NOTICE FORM

Employee Name: Josephina Okeke

Date: 6/3/2021

Supervisor Name: Peter Draheim

Hire Date: 5/26/2021

- 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 5/29/2021 (NCNS)

3. Prior Warnings:

6/2/2021- Verbal for tardy

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

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

Employee Signature:  Date: 06-07-21

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

Manager's Signature:  Date: 6.7.2021