

EMPLOYEE WARNING NOTICE FORM



Employee Name: Angok Goch

Date: 11/23/2021

Supervisor Name: Peter Draheim

Hire Date: 8/16/2021

- 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 11/15/2021 through 11/22/2021

3. Prior Warnings:

- 6/28/2021 and 6/29/2021- Verbal for attendance
- 7/6/2021- Written for attendance
- 7/18/2021- Written for attendance
- 8/2/2021- Written for attendance
- 9/7/2021- Written for attendance
- 9/10/2021- Written for attendance
- 9/16/2021- Final for attendance
- 9/21/2021- Final for attendance
- 10/4/2021 to 10/5/2021- Written for attendance
- 10/15/2021- Written for attendance
- 10/18/2021- Written for attendance
- 10/25/2021 and 10/26/2021- Written for attendance
- 11/2/2021- Written for attendance
- 11/8/2021- Final for attendance

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

Go two months without any unexcused absences or it may result in further disciplinary action.

Employee Signature: *[Handwritten Signature]* Date: 11-23-21

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

Manager's Signature: *[Handwritten Signature]* Date: 11-23-21