

EMPLOYEE WARNING NOTICE FORM



Employee Name: Achan Akway

Date: 12/21/2021

Supervisor Name: Peter Draheim

Hire Date: 8/16/2021

- | | | |
|--|---|--|
| <input type="checkbox"/> Verbal Warning | <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End | <input type="checkbox"/> Termination |

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 12/20/2021

3. Prior Warnings:

- 9/20/2021- Notification for attendance
- 9/22/2021- Notification for attendance
- 10/4/2021- Verbal for attendance
- 10/7/2021- Verbal for attendance
- 11/8/2021- Notification for attendance
- 11/9/2021- Notification for attendance
- 12/6/2021- Verbal for attendance
- 12/15/2021- Verbal 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: Achan Date: _____

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

Manager's Signature: Kelly M. Smith Date: 12.28.21