

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Angok Goch

Date: 2/1/2022

Supervisor Name: Peter Draheim

Hire Date: 8/16/2021

- |                                                      |                                                     |                                                   |
|------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Verbal Warning              | <input checked="" type="checkbox"/> Written Warning | <input checked="" 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 1/31/2022

**3. Prior Warnings:**

- 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
- 11/15/2021 and 11/16/2021- Final for attendance
- 11/17-11/19/2021- Written for attendance
- 11/22/2021- Written for attendance
- 12/3/2021- Written for attendance
- 12/13/2021- Written for attendance
- 12/23/2021- Written for attendance
- 12/30/2021- Written for attendance
- 1/3/2022 Written for attendance
- 1/12/2022- Written for attendance
- 1/19/2022- Written 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:  Date: 2'2'22

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

Manager's Signature: Kelly M. Satta Date: 2.2.22