

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Opiew Olagi

Date: 5/17/2021

Supervisor Name: Jamie Sorenson

Hire Date: 7/8/2019

- 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 5/15/2021

**3. Prior Warnings:**

5/1/2021- Written for attendace

**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: 5/17/2021

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

Manager's Signature:  Date: 5/17/2021

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Opiew Olagi

Date: 5/24/2021

Supervisor Name: Jamie Sorenson

Hire Date: 7/8/2019

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 5/21/2021

## 3. Prior Warnings:

5/1/2021- Verbal for attendance

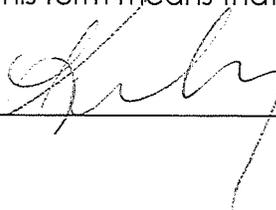
5/15/2021- Written for attendance

## 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: 5/25/2021

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

Manager's Signature:  Date: 5/25/21