

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Hariete Omot

Date: 7/6/2022

Supervisor Name: Peter Draheim

Hire Date: 4/11/2022

- 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 7/5/2022

**3. Prior Warnings:**

- 5/31/2022- Written for attendance  
6/6/2022- Written for attendance  
6/7/2022- 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: [Signature] Date: 06/07/2022

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

Manager's Signature: [Signature] Date: 7-6-22