

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Konyabayo Omot

Date: 8/3/2022

Supervisor Name Peter Draheim

Hire Date: 10/11/2021

- 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 8/2/2022

**3. Prior Warnings:**

- 10/29/2021- Written for attendance
- 11/8/2021- Written for attendance
- 11/10/2021- Written for attendance
- 11/15/2021-Final for attendance
- 12/6/2021- Written for attendance
- 12/23/2021- Written for attendance
- 1/3/2022- Written for attendance
- 1/6/2022- Written for attendance
- 1/18/2022-Written for attendance
- 2/14/2022- Written for attendance
- 4/5/2022- Verbal for attendance
- 4/6/2022- Verbal for attendance
- 6/1/2022- Written for attendance
- 6/26/2022- Written for attendance
- 7/7/2022- Written for attendance
- 7/25/2022- 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: 08/03/22

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

Manager's Signature: Kelly M. Smith Date: 8-3-22