

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Abang Nykew

Date: 9/15/2022

Supervisor Name: Peter Draheim

Hire Date: 8/23/2021

- 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 9/14/2022

**3. Prior Warnings:**

- 3/28/2022- Notification of attendance
- 4/4/2022 to 4/7/2022 - Verbal for attendance
- 5/18/2022 to 5/20/2022- Verbal for attendance
- 8/8/2022- Notification of attendance
- 8/11/2022- Notification of attendance
- 8/31/2022- Final for NCNS
- 9/12/2022- Written for attendance
- 9/13/2022- 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: Abang Nykew                      Date: 9-20-2022

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

Manager's Signature: Kelly M Sutter                      Date: 9-20-22