

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Julius Omweri

Date: 12/27/2022

Supervisor Name: Anthony Dahlke

Hire Date: 4/4/2022

- |                                                      |                                                     |                                        |
|------------------------------------------------------|-----------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Verbal Warning              | <input checked="" type="checkbox"/> Written Warning | <input 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 checked="" type="checkbox"/> Tardiness         | <input type="checkbox"/> Insubordination                       |
| <input type="checkbox"/> Damaged Equipment            | <input type="checkbox"/> Failure to Follow Procedure           |
| <input 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 tardy on 12/23/2022

**3. Prior Warnings:**

Notified for Tardiness- 10/4/2022, 10/21/2022, 10/22/2022, 11/1/2022,  
Verbal for Tardiness-11/2/2022, 11/3/2022, 12/2/2022, 12/5/2022  
Written warning for Tardiness- 12/13/2022, 12/15/2022

**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: 1/3/2023

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

Manager's Signature:  Date: 1/4/23