

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Achan Akway

Date: 3/14/2023

Supervisor Name: Peter Draheim

Hire Date: 8/16/2021

- 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 3/13/2023

**3. Prior Warnings:**

- 3/28/2022- Verbal for attendance
- 5/9/2022- Verbal for attendance
- 6/29/2022- Verbal for attendance
- 7/1/2022- Verbal for attendance
- 7/27/2022- Verbal for attendance
- 8/8/2022- Notification for attendance
- 8/22/2022- Verbal for attendance
- 8/29/2022- Verbal for attendance
- 9/23/2022- Written for attendance
- 10/7/2022- Written for attendance
- 11/14/2022- Verbal for attendance
- 12/22/2023- Verbal for attendance
- 1/24/2023- Verbal for attendance
- 2/27/2023- Verba 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: *Achan Akway* Date: \_\_\_\_\_

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

Manager's Signature: *Kelly M. Smith* Date: 3.23.23