

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Ojulu Omod

Date: 8/28/2023

Supervisor Name: Peter Draheim

Hire Date: 8/26/2021

- 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 8/25/2023.

### 3. Prior Warnings:

9/6/2022- Notification for attendance  
10/17/2022- Notification for attendance  
10/24/2022- Notification for attendance  
10/31/2022- Verbal for attendance  
11/7/2022- Verbal for attendance  
11/14/2022- Written for attendance  
11/29/2022- Final for attendance  
1/23/2023- Verbal for attendance  
2/20/2023- Written for attendance  
5/8/2023- Notification for attendance  
5/30/2023- Verbal for attendance  
6/19/2023- Verbal for attendance  
7/15/2023- Verbal for attendance  
7/24/2023- Verbal for attendance  
7/26/2023- Written for attendance  
8/4/2023- Written for attendance  
8/14/2023- 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: 08-29-2023

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

Manager's Signature: *Kellym Duda* Date: 9-1-23