

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Okony Gilo

Date: 8/30/2023

Supervisor Name: Peter Draheim

Hire Date: 7/24/2023

- 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 8/29/2023.

**3. Prior Warnings:**

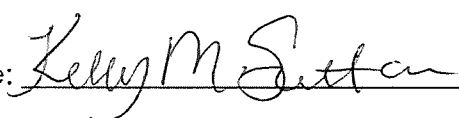
Notified upon Hire  
7/24/2023- Written for attendance.  
8/11/2023- Written for attendance.  
8/25/2023- Written for attendance.  
8/28/2023- Written for attendance,

**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:  Date: 8/31/23

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

Manager's Signature:  Date: 8. 9. 7. 23