

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Clemente Abreu

Date: 10/17/2023

Supervisor Name: Peter Draheim

Hire Date: 10/7/2009

- 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 10/16/2023.

**3. Prior Warnings:**

- 11/9/2022- Final for attendance
- 11/21/2022- Final for attendance
- 12/19/2022- Written for attendance
- 2/7/2023- Written for attendance
- 5/22/2023- Verbal for attendance
- 6/6/2023- Verbal for attendance
- 7/13/2023- Written for attendance
- 7/31/2023- Written for attendance
- 8/1/2023- Written for attendance
- 10/2/2023- 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: Clemente Abreu Date: 10-17-23

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

Manager's Signature: Kelly M Sutton Date: 10-17-23