

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Balony Obo

Date: 11/14/2023

Supervisor Name: Peter Draheim

Hire Date: 1/25/2021

- 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 11/13/2023.

**3. Prior Warnings:**

- 1/17/2023- Notification for attendance
- 1/18/2023- Notification for attendance
- 2/20/2023- Verbal for attendance
- 3/6/2023- Written for attendance
- 5/30/2023- Notification for attendance
- 6/5/2023- Notification for attendance
- 6/19/2023- Verbal for attendance
- 7/5/2023 and 7/6/2023- Written for attendance
- 7/24/2023- Written for attendance
- 7/25/2023- Written for attendance
- 7/26/2023- Written for attendance
- 7/27/2023- Written for attendance
- 8/14/2023- Written for attendance
- 9/14/2023- Written for attendance
- 10/9/2023- 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: 11-16-23

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

Manager's Signature: [Signature] Date: 11/16/23