

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Ochan Ojwato

Date: 1/3/2024

Supervisor Name: Peter Draheim

Hire Date: 8/14/2023

- 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 1/2/2024.

### 3. Prior Warnings:

- Notified upon Hire
- 9/5/2023- Written for attendance
- 9/11/2023- Written for attendance
- 9/25/2023- 9/27/2023 -Written for attendance
- 11/13/2023- Verbal for attendance
- 12/1/2023- Verbal 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: 1-4-2024

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

Manager's Signature:  Date: 1/5/24