

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Balony Obo

Date: 1/4/2024

Supervisor Name: Peter Draheim

Hire Date: 1/25/2021

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Verbal Warning              | <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End             | <input type="checkbox"/> Termination   |

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- |   |  |
|---|--|
| <input type="checkbox"/> Tardiness                    | <input type="checkbox"/> Insubordination                       |
| <input type="checkbox"/> Damaged Equipment            | <input type="checkbox"/> Failure to Follow Procedure           |
| <input checked="" type="checkbox"/> Absenteeism       | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation             | <input type="checkbox"/> Poor Work Quality                     |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other                                 |

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused absence on 1/3/2024.

**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
- 11/13/2023- Written for attendance
- 11/27/2023- Written for attendance
- 12/5/2023- Written for attendance
- 12/18/2023- Written for attendance
- 1/2/2024- 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: \_\_\_\_\_

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

Manager's Signature:  Date: 1.10.24

# EMPLOYEE WARNING NOTICE FORM



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Date: 1/3/2024

Supervisor Name: Peter Draheim

Hire Date: 1/25/2021

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| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other                                 |

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused absence on 1/2/2024.

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- 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
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- 7/24/2023- Written for attendance
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