

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Ochan Ojwato

Date: 8/29/2024

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 8/27/2024 and 8/28/2024.

**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
- 1/2/2024- Written for attendance
- 1/15/2024- Written for attendance
- 3/16/2024- Written for attendance
- 4/28/2024- Written for attendance
- 7/5/2024- Written for attendance
- 7/25/2024- Written for attendance
- 8/24/2024- 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: 9-5-2024

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

Manager's Signature:  Date: 9/6/24