

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Ojulu Omod

Date: 9/17/2024

Supervisor Name: Peter Draheim

Hire Date: 8/26/2021

- 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 9/16/2024.

**3. Prior Warnings:**

- 10/6/2023- Verbal for attendance
- 12/4/2023- Written for attendance
- 12/18/2023- Written for attendance
- 3/11/2024- Written for attendance
- 4/23/2024- Written for attendance
- 4/29/2024- Written for attendance
- 5/9/2024- Written for attendance
- 5/16/2024- Written for attendance
- 7/15/2024- Written for attendance
- 7/29/2024- 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: *[Signature]* Date: 09-23-2024

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

Manager's Signature: *[Signature]* Date: 9-23-24