

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Agwa Oman

Date: 5/7/2025

Supervisor Name: Peter Draheim

Hire Date: 9/12/2023

- 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 5/6/2025.

**3. Prior Warnings:**

- 5/28/2024- Written for attendance
- 6/24/2024 and 6/25/2024- Written for attendance
- 7/2/2024- Written for attendance
- 7/30/2024- Written for attendance
- 8/19/2024- Written for attendance
- 11/6/2024- Notification for attendance
- 12/30/2024- Notification for attendance
- 3/31/2025- Verbal for attendance
- 4/14/2025- 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: 5-19-2025

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

Manager's Signature: *[Signature]* Date: 5/20/25

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Agwa Oman

Date: 4/15/2025

Supervisor Name: Peter Draheim

Hire Date: 9/12/2023

- 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 4/14/2025.

**3. Prior Warnings:**

- 5/6/2024- Written for attendance
- 5/28/2021- Written for attendance
- 6/24/2024 and 6/25/2024- Written for attendance
- 7/2/2024- Written for attendance
- 7/30/2024- Written for attendance
- 8/19/2024- Written for attendance
- 11/6/2024- Notification for attendance
- 12/30/2024- Notification for attendance
- 3/31/2025- 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: 5-19-2025

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

Manager's Signature:  Date: 5/20/25