



**Employee Verbal Counseling Form**

Employee Name: Ajwara Ojulu

Date: April 19, 2017

Department: Flow Wrap

Indicate if:  Coaching/Counseling Session

Verbal Reprimand

Summary of incident and/or reason for warning or counseling: Ajwara has had 6 unexcused absences so far this year. She needs to make an effort be at work for her scheduled shifts.

Summary of corrective action needed:

It is expected that the condition noted above will be corrected immediately. In the event this condition is not corrected, or another offense occurs, you will be subject to further disciplinary action, up to and including termination.

Employee Signature  Date 4-19-17

(Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself.)

Manager Signature  Date 4-19-17