



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Ajweo Ogala**

Date: **3-19-18**

Manager Name: **Mark Reinarts**

First Warning Second Warning Other

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 |

1. Details of Unsatisfactory Behavior/Actions: Ajweo did not call or show up for her scheduled shift on Saturday, March 17, 2018.

**2. The following immediate corrective action must be taken by the employee.
Failure to do so will result in further disciplinary action up to and including termination.**

Ajweo must show up for her scheduled shifts. Any further circumstances of No Calls/No Shows will result in termination.

Employee Signature: X AJWEO Date: _____

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

Manager's Signature: Mark Date: _____