



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Bapwoch Ochudho**

Date: **January 25, 2019**

Manager Name: **Tim Holt**

First Warning Second Warning Other

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness
- Damaged Equipment
- Absenteeism
- Policy Violation
- Falsifying Company Documents
- Insubordination
- Failure to Follow Procedure
- Failure to Meet Performance Standards
- Poor Work Quality
- Other

1. Details of Unsatisfactory Behavior/Actions: Bapwoch has 8 Unexcused Absences since his hire date of 1-16-18. This pattern has become excessive and cannot continue. Missing work this much causes a hardship on fellow co-workers. It also disqualifies you from any future raises and/or bonuses.

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.

Bapwoch must make every effort to be at work for every scheduled shift. Any further instances of excessive absenteeism will result in further discipline.

Employee Signature: Bapwoch O. Ochudho Date: 1/26/19

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

Manager's Signature: Tim Holt Date: 1/26/19