



**Employee Verbal Counseling Form**

Employee Name: Dalton Ostendorf

Date: 3/16/2023

Department: Flow wrap

Indicate if:  Coaching/Counseling Session

Verbal Reprimand

Summary of incident and/or reason for warning or counseling: Dalton’s attendance has not met the requirements for his position. Moreover, he has had 3 no call no shows. It is imperative that Dalton be present, but in the event that he is going to miss work he must make contact with human resources.

Summary of corrective action needed: On Monday, March 13<sup>th</sup> Mark R. and I had a meeting with Dalton and explained to him the importance of consistent attendance. We also explained the importance of making contact in the event of missing a day. Dalton agreed that his recent behavior was unsatisfactory and said he will make every attempt to correct it. Dalton was told that his position within the company is at risk if he fails to meet the attendance requirements moving forward.

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 \_\_\_\_\_

(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 3-16-2023