



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Didumo Obuur**

Date: **November 13, 2017**

Manager Name: **Tim Holt**

First Warning Second Warning Other-Last and Final

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: On October 31, 2017, Didumo was given a written warning regarding excessive absenteeism. Since that time he has missed an additional day of work. This make 9 Unexcused Absences for this year, which is unacceptable.

**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.**

Didumo cannot miss any more days of work for the remainder of this year. Any further instances of absenteeism will result in immediate termination. This is Didumo's final warning for his attendance.

Employee Signature: Date: 11-14-17

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

Manager's Signature: Date: 11/14/17