



Employee Verbal Counseling Form

Employee Name: **Didumo Opiew**

Date: **August 5, 2019**

Department: **IQF**

Indicate if: Coaching/Counseling Session Verbal Reprimand

Summary of incident and/or reason for warning or counseling: **This is Didumo's 4th Unexcused Absence this year. Didumo is in a position that requires his attendance to be exceptional. To prevent further discipline or possible loss of his position, Didumo must be at work when scheduled.**

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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 Didumo Opiew 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 [Signature] Date 8-5-19