



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Odol Oman**

Date: **May 13, 2019**

Manager Name: **Tim Holt**

- First Warning Second Warning Other- Final

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: Odol has had 7 Unexcused Absences since his hire date of 5/30/18. Odol has received 2 written warnings this year regarding his attendance. Since then, he has not shown any improvement.

**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.**

Any further Unexcused Absences will result in a 1-Day Suspension without pay.

Employee Signature: Odol Date: 5/14/19

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

Manager's Signature: Tim Holt Date: 5/14/19