



"your workforce management & staffing experts"

EMPLOYEE WARNING NOTICE FORM

Employee Name: **Odol Oman**

Date: **April 22, 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: **On March 6, 2019, you received a Verbal Warning regarding your attendance. Since then, you have had 2 additional Unexcused Absences. This pattern has become excessive and cannot continue.**

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.

Odol must be at work for every scheduled shift. The next unexcused absence will result in a one- day suspension without pay.

Employee Signature: Odol Oman Date: 4-23-19

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

Manager's Signature: Tim Holt Date: 4/23/19