



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Ogona Abela**

Date: **3/23/23**

Manager Name: **Jenny Vanderwerf**

First Warning **Second Warning** **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: Ogona has 9 unexcused absences since her hire date of 12/12/22. Good Communication is important as well as Punctuality and Regular attendance are important to productivity and establishing a good work record. When others must cover for your absences, the workload is increased, and performance is compromised. Excessive absenteeism disqualifies you from future raises as well as earning bonuses.

2. The following immediate corrective action must be taken by the employee. Ogona needs up to be here for every scheduled shift unless excused by his supervisor. To avoid further discipline up to and including Release of Assignment from Branding Iron, Ogona must improve her attendance immediately to avoid termination of her position.

Employee Signature: *Ogona Abela* Date: *3/27/23*

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

Manager's Signature: *Jenny Vanderwerf* Date: *3/27/23*