



**Employee Verbal Counseling Form**

Employee Name: Ojulu Obang

Date: 11/8/2024

Department: Retail Palletizing

Indicate if:  Coaching/Counseling Session

Verbal Reprimand

Summary of incident and/or reason for warning or counseling: **Ojulu has been leaving early without permission after his immediate supervisor, department lead, and assistant supervisor have left. He has been told that the company cannot accommodate his request to leave early in order to work a 2<sup>nd</sup> job.**

Summary of corrective action needed: **Ojulu must work his scheduled shift in its entirety in order to maintain his employment within the company. Continued incidents will result in further disciplinary action up to and including termination.**

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 Ojulu Obang Date 11-8-2024

(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 11-8-2024