



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Okwot Oman**

Date: **January 21, 2019**

Manager Name: **Mark Reinarts**

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: **Okwot has had 6 Unexcused Absences since his hire date of 7-9-18. This is becoming excessive and cannot continue. Being absent from work this much puts a hardship on co-workers. This could also make you ineligible for future raises and/or bonuses.**

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.

Okwot must make every effort to be at work for every scheduled shift. Any further instance will result in further disciplinary action.

Employee Signature: Date: 1-24-2019

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

Manager's Signature: Date: 1-24-2019