



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Olal Nathanael**

Date: **4-2-18**

Manager Name: **Nick Rausch**

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: Olal has had 6 Unexcused Absences since his hire date of 12-12-17. This pattern is becoming 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.

Olal must make every effort to be at work every day. Excessive absenteeism will cause you to be ineligible for future pay raises as well as being disqualified from the quarterly bonus program. Any further instances of excessive absenteeism will result in further discipline.

Employee Signature: Olal Nathanael Date: 4/2/18

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

Manager's Signature: Nick Rausch Date: 4/2/18