

EMPLOYEE WARNING NOTICE FORM



Employee Name: Jacob Biar

Date: 7/21/26

Supervisor Name: Peter Draheim

Hire Date: 9/18/2024

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|--|--|---|
| ☐ Verbal Warning | ☐ Written Warning | ☒ Final Warning |
| ☐ Coaching/Counseling Session | ☐ Assignment End | ☐ Termination |

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|---|--|
| ☐ Tardiness | ☐ Insubordination |
| ☐ Damaged Equipment | ☐ Failure to Follow Procedure |
| ☒ Absenteeism | ☐ Failure to Meet Performance Standards |
| ☐ Policy Violation | ☐ Poor Work Quality |
| ☐ Falsifying Company Documents | ☐ Other |

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 7/20/2026.

3. Prior Warnings:

Notified upon Hire

5/5/2025- Notification for attendance

5/14/2025- Notification for attendance

9/5/2025- Notification for attendance

10/7/2025- Notification for attendance

11/20/2025 and 11/21/2025- Verbal for attendance

12/17/2025, 1/13/26, 2/4/26, 2/6/26, 2/12/26, 3/1/26, 3/5/26, 3/10/26, 3/17/26, 3/19/26, 3/26/26,

3/30/26, 4/8/26, 5/12/26 Written for attendance

5/28/26, 6/8/26, 6/15/26, 7/7/26-Final

4. The following immediate corrective action must be taken by the employee.

Go two months without any unexcused absences or it may result in further disciplinary action.

Employee Signature:  Date: 7/22/26

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

Manager's Signature: _____ Date: _____