



EMPLOYEE WARNING NOTICE FORM

Employee Name: Brandi Anderson

Date: 5/26/2026

Supervisor Name: Jenny Vanderwerf

☒ First Verbal Warning

☐ Second Warning

☐ Final Warning

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

☐ Tardiness to workstation

☐ Insubordination

☐ Damaged Equipment

☐ Failure to Follow Procedure

☒ Absenteeism

☐ Failure to Meet Performance Standards

☐ Policy Violation

☐ Poor Work Quality

☐ Falsifying Company Documents

☐ Other

Details of Unsatisfactory Behavior/Actions:

As of 5/26/2026 Brandi has 16hrs of unexcused absences. Missing time at work puts a strain on your coworkers and supervisor. Production suffers overall as well.

The following immediate corrective action must be taken by the employee:

To avoid further disciplinary action / end of assignment. Brandi must show up on time and be ready to work her scheduled shifts. Please review our attendance policy. If you do not have a copy, one can be provided for you.

Employee Signature: _____

Date: 5-27-26

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

Manager's Signature: _____

Date: 5/27/26