



EMPLOYEE WARNING NOTICE FORM

Employee Name: Chance Hendrickson

Date: 7/31/2026

Supervisor Name: Dave Kauder

☐ Written 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:

On **7/31/2026**, Chance was absent from work and currently has **32 hours of unexcused time off**.

Unexcused absences place additional strain on co-workers and supervisors and negatively impact overall production and team operations.

Per the attendance policy, accumulating **32 hours of unexcused absences** results in a **final warning**. With **32 hours of unexcused time off**, you have exceeded that threshold and are being issued a final warning. Accumulating **40 hours of unexcused time off** will result in the **end of your assignment**.

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

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

Employee Signature: Chance Hendrickson Date: 8-3-26

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

Manager's Signature: Dave Kauder Date: 8-3-26