



EMPLOYEE WARNING NOTICE FORM

Employee Name: Chance Hendrixson

Date: 11/24/2025

Supervisor Name: Jenny Vanderwerf

- First Verbal Warning Second Warning Final Warning

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

- | | |
|---|--|
| <input type="checkbox"/> Tardiness to workstation | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

Details of Unsatisfactory Behavior/Actions:

On 11/19/2025 you did a NCNS, 11/20/2025 called in sick, 11/21/2025 NCNS. Missing time at work puts strain on your co-workers and supervisors. Also, overall production suffers. Any additional unexcused absences within your first 30 day (12/07/2025); as per company policy will result in ending your assignment.

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

To avoid further discipline, Chance must show up on time and be ready to work his scheduled shifts. Please review our attendance. If you do not have a copy, one can be provided.

Employee Signature: *Chance Hendrixson* Date: 11-29-25

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

Manager's Signature: *Jenny Vanderwerf* Date: 11-24/25