



EMPLOYEE WARNING NOTICE FORM

Employee Name: Craig Matlock

Date: 10/29/2025

Supervisor Name: Nick Rausch

- 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:

As of Wednesday 10/29/2025, you have 17hrs of unexcused absences. Missing time at work puts strain on your co-workers and supervisors, not to mention production also suffers.

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

To avoid further disciplinary action, Craig must show up on time and be ready to work his scheduled shifts. Please review our attendance which you signed on 08/14/2025. If you do not have a copy one can be provided.

Employee Signature: Craig Matlock Date: 10/31/25

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

Manager's Signature: Nick Rausch Date: 10/31/25