



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: Darnell Armstrong

Date: 3/25/2026

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

**Details of Unsatisfactory Behavior/Actions:**

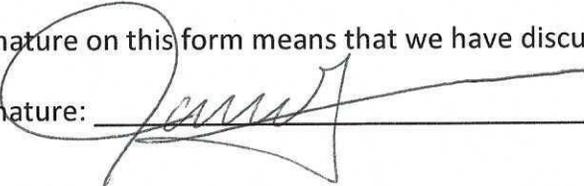
On Tuesday 3/24/2026 you texted your on-site supervisor that you would be in at 7pm. You then texted later that you would be in around 8:30pm. You did not work at all on 3/24/2026 and did not notify the on-site supervisor that you were not coming in for the day. Per our attendance policy it is the responsibility of the employee to notify the on-site supervisor if you are going to miss time at work. This has been considered as an NCNS.

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

To avoid further disciplinary action and/end of assignment Darnell must show up on time ready to work for his scheduled shifts. Darnell also must inform the on-site supervisor if he is not coming into to work. Please review our attendance policy, if you do not have a copy, one can be provided for you.

Employee Signature:  Date: 03-25-26

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

Manager's Signature:  Date: 03-25-26