



EMPLOYEE WARNING NOTICE FORM

Employee Name: Elizabeth Omot

Date: 7/27/2026

Supervisor Name: Jenny Vanderwerf

☒ First 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 7/27/2026 Elizabeth was approved to leave for an hour for an appointment. Elizabeth left at 4:09pm and returned at 7:45pm, almost 2 hours later than approved.

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

To avoid further corrective action / end of assignment Elizabeth must show up on time, ready to work her scheduled shifts. If approved to leave, Elizabeth must return in the allowed time. Please review our attendance policy. If you do not have a copy, one can be provided to you.

Employee Signature: _____

Date: _____

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

Manager's Signature: _____

Date: _____