



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: Habibou Sana

Date: 2/18/2026

Supervisor Name: Jenny Vanderwerf

**First Verbal Warning**                       **Second Warning**                       **Final Warning**

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

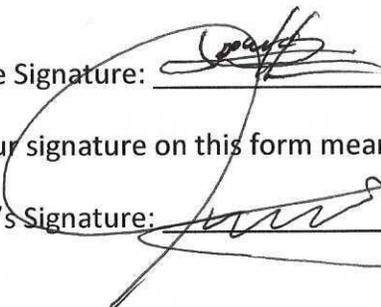
- |   |   |
|---|---|
| <input type="checkbox"/> Tardiness to workstation     | <input type="checkbox"/> Insubordination                                  |
| <input type="checkbox"/> Damaged Equipment            | <input type="checkbox"/> Failure to Follow Procedure                      |
| <input type="checkbox"/> Absenteeism                  | <input checked="" 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:**

Regarding your pace of work. Over the past few weeks your packing rate has not been up to standard, which is 60 seconds per box. Your packing rate has been recorded at 1:40. This has begun to impact deadlines and overall productivity, as well as shutting down the line. While quality is important, it's essential to maintain an efficient workflow to ensure goals and deadlines are completed on time.

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

To avoid termination of assignment, Habibou **MUST** improve packing speed to meet or exceed 60 seconds per box to meet the standard rate by Friday, 2/27/2026.

Employee Signature:  Date: 02/18/20

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

Manager's Signature:  Date: 2/18/20