



EMPLOYEE WARNING NOTICE FORM

Employee Name: Jason Klinkhammer

Date: 11/17/2025

Supervisor Name: Dave Kauder

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 Saturday, November 15th, you did not report for your shift after requesting to be scheduled and coordinating a shift change with another employee. This resulted in added pressure on your team and supervisors, as well as an impact on overall production.

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

To avoid further disciplinary action, Jason 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: Jason Klinkhammer Date: 11/18/25
Note: Your signature on this form means that we have discussed the situation(s).
Manager's Signature: Dave Kauder Date: 11-18-25