



EMPLOYEE WARNING NOTICE FORM

Employee Name: Jeff Phillips

Date: 7/08/2026

Supervisor Name: Dave Kauder

☒ **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:

As of 7/08/2026 Jeff has 20hrs of unexcused time off. Missing time off at work puts a strain on your coworkers and supervisors. Also, overall production suffers.

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

To avoid further corrective action / end of assignment Jeff must show up on time ready to work his scheduled shifts.

Employee Signature: _____

Jeffery Phillips

Date: _____

7-10-25

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

Manager's Signature: _____

Dave Kauder

Date: _____

7-10-25