



EMPLOYEE WARNING NOTICE FORM

Employee Name: Keyshawn Mays

Date: 6/01/2026

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 6/01/2026 Keyshawn has 26hrs of unexcused time off. Missing time at work puts a strain on your co-workers and supervisor. Overall production greatly suffers as well.

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

To avoid further corrective action / or end of assignment Keyshawn must show up on time ready to work his scheduled shifts. Please review our attendance policy. If you do not have a copy, one can be provided to you.

Employee Signature: Keyshawn Mays Date: 6/1/2026

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

Manager's Signature: Dave Kauder Date: 6-1-26