



EMPLOYEE WARNING NOTICE FORM

Employee Name: Oswald Morales

Date: 1/09/2025

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 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:

As of 1/09/2026, you have 18 hours of unexcused time off. Unexcused absences create added pressure for your team and supervisors and impact overall production.

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

To avoid further disciplinary action, Oswald 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:  Date: 1-9/26

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

Manager's Signature:  Date: 1-9-26