



EMPLOYEE WARNING NOTICE FORM

Employee Name: Oswald Morales

Date: 6/12/2026

Supervisor Name: Jenny Vanderwerf

☒ First Verbal 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

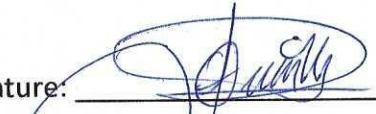
☐ Other

Details of Unsatisfactory Behavior/Actions:

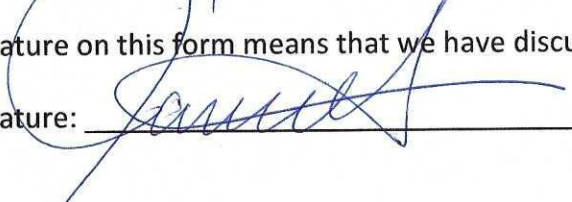
On Friday, 6/12/2026 Oswald left work early without prior approval from the 2nd shift supervisor, which is a violation of the attendance policy.

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

To avoid further corrective action /end of assignment, Oswald must obtain supervisor approval before leaving work early.

Employee Signature:  Date: 6-15-26

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

Manager's Signature:  Date: 6-15-26