



EMPLOYEE WARNING NOTICE FORM

Employee Name: Oswald Morales

Date: 4/20/2026

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:

Over the last couple weeks there have been multiple days Oswald has been late to work. Dates and times as listed: 3/18 - 4:22pm, 4/10 - 4:23, 4/14 - 5:49, 4/17 - 4:26. Being late to work puts a strain on your coworkers and supervisor, as well as production suffers.

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

To avoid further disciplinary action and/end of assignment Oswald 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 for you.

Employee Signature: _____

Date: 04.20.26

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

Manager's Signature: _____

Date: 4-20-26