



EMPLOYEE WARNING NOTICE FORM

Employee Name: Saran Sylla

Date: 6/29/2026

Supervisor Name: Jenny Vanderwerf

☒ 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 6/29/2026 Saran has 17hrs of unexcused time off. Missing time at work puts a strain on your coworkers and supervisors. Overall production suffers as well.

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

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

Employee Signature: SARAN SYLLA

Date: 06/30/2026

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

Manager's Signature: Jenny Vanderwerf

Date: 6/30/26