

EMPLOYEE WARNING NOTICE FORM



Employee Name: Damion Williams

Date: 5/15/2026

Supervisor Name: Peter Draheim

Hire Date: 10/27/2025

- | | | |
|--|---|--|
| ☐ Verbal Warning | ☒ Written Warning | ☐ Final Warning |
| ☐ Coaching/Counseling Session | ☐ Assignment End | ☐ Termination |

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|---|--|
| ☐ Tardiness | ☐ Insubordination |
| ☐ Damaged Equipment | ☐ Failure to Follow Procedure |
| ☒ Absenteeism | ☐ Failure to Meet Performance Standards |
| ☐ Policy Violation | ☐ Poor Work Quality |
| ☐ Falsifying Company Documents | ☐ Other |

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 5/15/2026.

CALLED CMG

3. Prior Warnings:

Notified upon Hire

11/5/2025- Written 1/5/26, 1/21/26, 2/12/26, 2/16/26-Written

11/12/2025- Written 2/18/26

11/21/2025- Written

11/24/2025- Written

12/13/2025- Written

12/17/2025- Written

4. The following immediate corrective action must be taken by the employee.

Go two months without any unexcused absences or it may result in further disciplinary action.

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____