

EMPLOYEE WARNING NOTICE FORM



Employee Name: Damion Williams

Date: 6/10/26

Supervisor Name: Peter Draheim

Hire Date: 4/22/26

- | | | |
|--|---|--|
| ☐ 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 6/10/26

3. Prior Warnings: Written warning for unexcused absence mailed not signed 6/04/26

Written warning for unexcused absence mailed not signed 5/21/26

Written warning for unexcused absence mailed not signed 5/16/26

Written warning for unexcused absence mailed not signed 5/15/26

Written warning for unexcused absence mailed not signed 5/14/26

Written warning for unexcused absence mailed not signed 5/5/26

Notified upon hire.

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: _____