

EMPLOYEE WARNING NOTICE FORM



Employee Name: Shawn Volkman

Date: 7/28/26

Supervisor Name: Peter Draheim

Hire Date: 7/15/26

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|--|---|--|
| ☐ 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:

Written Warning for unexcused absence on 7/27/26

3. Prior Warnings:

Notification upon hire.

Written- 7/20/26, 7/21/26, 7/22/26, 7/23/26, 7/24/26

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: 07/31/2026

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

Manager's Signature:  Date: 8-4-2026