



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 11/6/2015
Employee Name: Isaac Ontweka
Job Title: Warehouse Co-packing
Manager/Supervisor: Jeff Ramaker

Type of Warning

Verbal Warning
Written Warning
Final Warning

Type of Offense

Tardiness/Leaving Early
Absenteeism
Violation of Company Policies
Substandard Work
Violation of Safety Rules
Rudeness to Customers/Coworkers
Other

Details

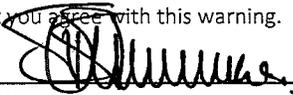
Description of Incident (Describe incident and list the date, time, and any witnesses present)
On 10/19/15 and 10/22/15 Isaac reviewed paper work for raw materials delivered. During his review of records he failed to notice forms were not completed.

Plan for Improvement:
always use sample form to ensure all information needed has been provided.

Consequences of Further Infractions:
written or final warnings

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.


Employee Signature _____ Date 11/06/2015

Manager/Supervisor _____ Date 11/6/15

Witness Signature (if employee understands warning but refuses to sign) _____ Date _____