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Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 12/18/2018
Employee Name: Jerrod Saunders
Job Title: Production
Manager/Supervisor: Chamrong Ouk

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)

Jerrod was playing his phone in production area , this not allow with company policy.

Plan for Improvement:

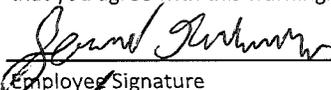
Need to follow the company policy

Consequences of Further Infractions:

if next time he is caught playing his phone in production area, he face with writing warning or suspencion .

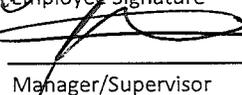
Acknowledgement of Receipt of Warning

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

12-18-2018

Date


Manager/Supervisor

12-18-18

Date

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

Date