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# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 09/22/20  
 Employee Name: Kyle Murphy  
 Job Title: Warehouse  
 Manager/Supervisor: Ryan Grzanek

### 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 Monday 09/21 Kyle called in saying he would be in late at 8am, he never came in during his shift. On Tuesday 09/22 Kyle was an hour and a half late for his shift.

Plan for Improvement:  
 Our plan for Kyle is that he will not be late or absent again during his first 30 days (10/14). Kyle started on 09/14 and did a great job during his first week, we just need to make sure Kyle is here on time and ready to work moving forward. If Kyle is going to be late or absent for whatever reason he needs to follow procedure and call CMG.

Consequences of Further Infractions:  
 Further corrective action will be taken or possible termination.

### 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: 9-22-20  
 Manager/Supervisor: Date: 9-22-20  
 Witness Signature (if employee understands warning but refuses to sign): Date: 9/22/20