



Handwritten initials

Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: *9-12-17*
Employee Name: *VICTORIA ADEBATO*
Job Title: *SLICER ROOM*
Manager/Supervisor: *HENG SOMARK*

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)
DISREGARDED DROP OFF, PICK UP POLICIES

Plan for Improvement:
LEARN/USE PROPER DROP OFF LOCATION

Consequences of Further Infractions:
WRITTEN WARNING

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: *[Signature]* Date: *9/12/2017*
Manager/Supervisor: *[Signature]* Date: *9-12-17*

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