



Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date: 8-12-13
Employee Name: MELBOURNE GROVESNOR
Job Title: MV2 PALLETIZE
Manager/Supervisor: RICK NELSON

Type of Warning

Verbal Warning [checked]
Written Warning []
Final Warning []

Type of Offense

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

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

SUBSTANDARD WORK needs to work on production speed
Follow DIRECTION

Plan for Improvement:

needs to pick up pace

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

[Handwritten signature]

Date

8-12-13

Manager/Supervisor

[Handwritten signature]

Date

8-12-13

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

Date