



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 3/30/2023  
Employee Name: Abram Leyva  
Job Title: Warehouse  
Manager/Supervisor: Jeremy Meyer

### 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 03/27/23, Abram built and shipped 135 cases of 1-4100-25 instead of 1-4108-25. This was due to steps not properly being followed.

Plan for Improvement:

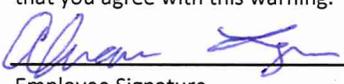
Abram will be retrained on building pallets and the proper checks to insure accuracy.

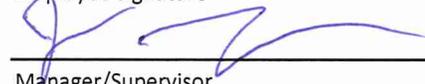
Consequences of Further Infractions:

Consequences of Further Infractions are increased severity of warnings up to assignment end.

### 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.

 \_\_\_\_\_ Date 3/30/23

 \_\_\_\_\_ Date 3-30-23

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