



Reichel Foods, Inc.

Employee Warning Notice

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Employee Information

Date: 8/17/2023
Employee Name: Ayub Hassan
Job Title: QA Tech
Manager/Supervisor: James Littlefield

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 08/14/23 Ayub did not fully and correctly complete QA checks for an entire shift, leading to a wrong code date being missed and a large amount of rework.

Plan for Improvement:

Ayub has had a one on one meeting with his supervisor and is committed to fully performing his job going forward.

Consequences of Further Infractions:

Further failure to perform tasks according to procedure will result in a final warning and then either transfer or termination of his employment.

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

08-17-23

Manager/Supervisor

Date

8-17-23

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

Date