



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 10/2/2023
Employee Name: Gore Wani
Job Title: Production
Manager/Supervisor: Vorng

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)
Took 2nd break outside in the car, violated company break policy and has been spoken several times in the past.

Plan for Improvement:
Follow rule and takes break all time in the building

Consequences of Further Infractions:
Final warning or 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: *[Signature]* Date: 10/2/2023
Manager/Supervisor: *[Signature]* Date: 10/02/2023

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