



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 9/10/2024
Employee Name: Sharif dini
Job Title: Machine Operator
Manager/Supervisor: Ali Rage/Gai nguyen

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)

sharif was spraying without using goggles which he can hart his eyes ,Make sure everyone that is working with chemicals should be wearing their goggles. No excuse.

Plan for Improvement:

you must make ensure that you use a goggle everytime you want to spary the machine or anything regarding the machine

Consequences of Further Infractions:

If further infractions occur, sharif dini will receive Written Warning which may include up to his assignment ending.

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.

Sharif 9-10-24
Employee Signature Date
Ali Rage 09-10-2024
Manager/Supervisor Date

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