

Handwritten initials



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 3/15/2019
 Employee Name: Asha Mohamed
 Job Title: Sanitation
 Manager/Supervisor: Darryl Ray Conley Jr

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 3/14/19 @ 5:46am in the MV2 production room Asha was seen chewing gum during pre-op. This is against is Reichel foods company policy.

Plan for Improvement:
 Asha is aware this is not allowed and will ensure she is following company policy

Consequences of Further Infractions:
 Next step will be a written warning up to suspension.

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.

Asha
 Employee Signature _____ Date 3-15-19
 _____ Date
 Manager/Supervisor 3-15-19
 _____ Date
 Witness Signature (if employee understands warning but refuses to sign) 3-15-19
 _____ Date