



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date:
Employee Name:
Job Title:
Manager/Supervisor:

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)

While unloading Truck #001, fell inadvertently into the bottom floor panel causing enough damage that it needed to be replaced. The door was damaged and the panel was replaced.

Plan for Improvement:

Supervisor is being more careful when going into and out of trucks. Explain this through the door.

Consequences of Further Infractions:

Further warnings if behavior continues, possible 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 6/18/12
Date

Manager/Supervisor 6/18/12
Date

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