



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 1/22/2025
Employee Name: Ahmed Abdulle
Job Title: Sanitation
Manager/Supervisor: Anthony Dahlke

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)
Ahmed Abdulle has been spoken to on several documented occasions about excessive break times. Tonight, Ahmed took break at 1:55am and finished his break at 2:48am. Ahmed has been spoken to about how long his break was and a plan for improvements.

Plan for Improvement:
Ahmed will start a timer on his phone at the start of his break to go off after 30 minutes to notify him when his break is done. Ahmed will also make sure to let his lead know when he is going on break to help with monitoring his break time.

Consequences of Further Infractions:
If further infractions occur, Ahmed will receive progressive disciplinary action and new plans for improvements will be set with expectations of meeting the break time standard.

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: AHMED Date: 1/22/25
Manager/Supervisor: [Signature] Date: 1/22/25
Witness Signature (if employee understands warning but refuses to sign) _____ Date _____