



dmw

Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 11-29-13
Employee Name: Alex Saverino
Job Title: Sanitation
Manager/Supervisor: DANNY RAY CROFT, S.D.

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)

Alex was schedule to work at approx on 11-29-13 Alex was more than 30 mins late

Plan for Improvement:

Alex will be here on time when schedule

Consequences of Further Infractions:

Written Warning

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.

Alex Saverino 11/29/13
 Employee Signature Date
Danny Ray Croft 11-29-13
 Manager/Supervisor Date

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