



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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SCANNED

Employee Information

Date: 12/17/13
Employee Name: [Redacted]
Job Title: [Redacted]
Manager/Supervisor: [Redacted]

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)

[Redacted]

Plan for Improvement:

[Redacted]

Consequences of Further Infractions:

[Redacted]

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.

X *Julene White*

Employee Signature

X 12/10/13^{aw}

Date

[Signature]

Manager/Supervisor

12/17/13

Date

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

Date