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Reichel Foods, Inc. Employee Warning Notice

SQU014-U

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SCANNED

Employee Information

Date: 11-29-13
Employee Name: *Armond Ntanta*
Job Title: *Sanitation*
Manager/Supervisor: *DARVIN BUN CONRAD, J.C.*

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)

Armond was schedule to work at 9:00pm on 11-29-13 Armond was more than 30 min late

Plan for Improvement:

Armond 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.

Armond Ntanta
Employee Signature

11-29-13
Date

Darvin Bun Conrad
Manager/Supervisor

11-29-13
Date

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

Date