



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 7/28/2017
Employee Name: Bapwoch Ochupho
Job Title: Production
Manager/Supervisor: Chamrong Ouk

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)
on 07/28/17 at 5:40am, Bapwoch left the building without permission during his break

Plan for improvement:
Need to stay in the building when break time, or need to clock out when left the company premises.

Consequences of Further Infractions:
if the same thing happen again in the future he will face with written warning or suspension.

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 _____ Date 7-28-17

Manager/Supervisor _____ Date 7-28-17

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