



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 10/29/2013
Employee Name: Biatrice Aburi
Job Title: Hormel 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 10/29/13 employee did not follow the rule that she sign, to start the line on time. She clocked in but she still not get ready to go to the line.

Plan for Improvement:

Employee needs to improve her tardiness, make sure when she clock in she need to be ready to go to the line on time.

Consequences of Further Infractions:

If employee is still not change her tardiness, she will face with a written warning in the future.

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 Biatrice Aburi Date 10.29.13

Manager/Supervisor [Signature] Date 10.29.13

Witness Signature (if employee understands warning but refuses to sign) [Signature] Date 10.29.13