



# Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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SCANNED

### Employee Information

Date: 9-14-12      CHANNA MAK  
Employee Name:  
Job Title:      PACK OFF  
Manager/Supervisor:      RICK NELSON

### 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)

LATE COMING BACK FROM BREAK

Plan for Improvement:

Keep eye on clock

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.

Employee Signature \_\_\_\_\_ Date 9/14/12

Manager/Supervisor Rick Nelson \_\_\_\_\_ Date 9-14-12

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