



SCANNED 4/8/16  
**Reichel Foods, Inc.**  
**Employee Warning Notice**

**Employee Information**

Date: 4/7/2016  
Employee Name: Chenda Prom  
Job Title: orics 6 apples filler  
Manager/Supervisor: somark heng

**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 04/06/16 around 8:30pm orics 6 on break with 15 minute break. 15 minute over +5 minute extra every one get back to the line already but CHENDA still chatting with the people in the break room with soda on her hand not get ready to get back to the line.

Plan for Improvement:  
when ever the break over or after using restroom you need to get back to the line right away.

Consequences of Further Infractions:  
you need to get better on that otherwise next time I will give you a last chance warning. If still continue you will be terminated.

**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

*Chenda Prom*

Date

*April 7 2016*

Manager/Supervisor

*Somark Heng*

Date

*04-07-16*

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

Date