



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 8/14/2017
 Employee Name: Davin Sam
 Job Title: Warehouse
 Manager/Supervisor: Benn Grenz/Jeremy Meyer

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

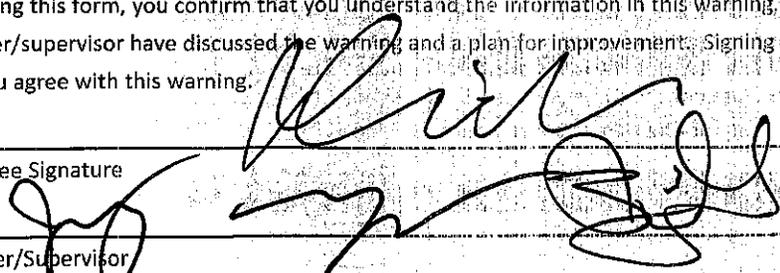
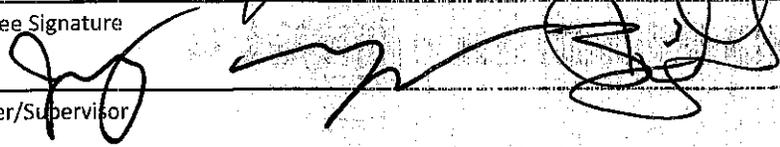
Description of Incident (Describe incident and list the date, time, and any witnesses present)
 On Friday 08/11/17 Davin Sam left the Reichel Foods property for break without punching out or notifying his manager or supervisor.

Plan for Improvement:
 Davin will need to notify his supervisor or manager any time he leaves company property and will need to punch out during this time.

Consequences of Further Infractions:
 further warnings up to assignment end.

Acknowledgment or 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 8-15-17
 Manager/Supervisor  Date 8-15-17
 Witness Signature (if employee understands warning but refuses to sign) _____ Date _____