



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 4-2-13
Employee Name: DIANA SANCHEZ
Job Title:
Manager/Supervisor: RICK NELSON

Type of Warning

Verbal Warning [checked]
Written Warning []
Final Warning []

Type of Offense

Tardiness/Leaving Early []
Absenteeism []
Violation of Company Policies []
Substandard Work [checked]
Violation of Safety Rules []
Rudeness to Customers/Coworkers []
Other []

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)
SUBSTANDARD WORK. NEEDS TO PUT IN CORRECT QUANTITY OF APPLES.

Plan for Improvement:
PAY ATTENTION TO QUANTITIES & WORK ON SPEED

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: [Signature] Date: 4-2-13
Manager/Supervisor: [Signature] Date: 4-2-13

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