



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 10/31/2019
 Employee Name: Esha Mohamed
 Job Title: Sanitation level #1
 Manager/Supervisor: Darryl Ray Conley Jr

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)
 Esha was seen on the camera going into a mailbox playing with truck seals locking them all. Esha was not authorized to go into the mailbox. We must respect all personal privacy at all times no exceptions. This is also being documented on the sanitation performance log.

Plan for Improvement:
 Esha will not go into anyone's mailbox at no time going forward.

Consequences of Further Infractions:
 Will result in a written warning up to suspension

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 Esha Date 10/31/19
 Manager/Supervisor Darryl Ray Conley Jr Date 10/31/19

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

