



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 11/19/2018
Employee Name: *Farsal Mohamed*
Job Title: slicing room lead
Manager/Supervisor: 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)
slicing room not get sanitize on the sanitize cycle. Op check was aware of but no one in the room to take care of it.

Plan for Improvement:
follow the system. Op check will remind people in the slicing room 10 minute before the sanitize time come.

Consequences of Further Infractions:
the person in charge will get written up for not enforcing the procedure.

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.

Farsal
Employee Signature

11-19-18
Date

[Signature]
Manager/Supervisor

11-19-18
Date

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

Date