



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 9-8-17
Employee Name: Fardowsa Ahmed
Job Title: MVI
Manager/Supervisor: Brittany Labeer

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)

It was witnessed on 9/7/17 at shift exchange she was not picked up properly. Employees are responsible for passing on Reichel's drop/pickup policies.

Plan for Improvement:

Follow the policy for drop/pickup as was explained.

Consequences of Further Infractions:

Repeat offense will be a 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.

Fardowsa Ahmed
Employee Signature

9-8/2017
Date

Brittany Labeer
Manager/Supervisor

9-8-17
Date

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

Date