



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 10/2/2023  
 Employee Name: Gore Wani  
 Job Title: Production  
 Manager/Supervisor: Vorng

### 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)  
 Took 2nd break outside in the car, violated company break policy and has been spoken several times in the past.

Plan for Improvement:  
 Follow rule and takes break all time in the building

Consequences of Further Infractions:  
 Final warning or termination

### 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: 10/2/2023  
 Manager/Supervisor: *[Signature]* Date: 10/02/2023

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