



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 2/12/2026
Employee Name: Jordan Donlinger
Job Title: Warehouse
Manager/Supervisor: Cham Ouk

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)

Jordan didn't use pallet jack properly , he was riding on pallet jack aroun and it is Safety violation .

Plan for Improvement:


use properly pallet jack

Consequences of Further Infractions:

written warning will be given

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

2-12-26
Date


Manager/Supervisor

2-12-26
Date

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

Date