



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 6/27/2022
 Employee Name: Juanita Allers
 Job Title: Production Tray Filler
 Manager/Supervisor: Phuy Vorng Chi

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)

The matter happened today 06/27/22 at 7:31am. When Cosmas Nyatwory was dumping the crackers and a little overfill the black tub. Juanita Allers threw the cracker toward the co-worker and yelling.

Plan for Improvement:

Issued written warning for inappropriate behavior and creating conflict with co-worker.

Consequences of Further Infractions:

Final warning will be given or further consequences will be decided by HR.

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

Date

Manager/Supervisor

Date

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

Date