



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 9/4/2018
Employee Name: Jorge Murillo
Job Title: Warehouse
Manager/Supervisor: Manager

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)

On 08/27/18 Jorge was asked to come in early the next day to help complete the order for month end. He asked about working Sunday but not Saturday because a friend was in town. His manager told him he would check to see if there is work and let him know on Friday.

Plan for Improvement:

All days off need to be pre approved and a time off request form filled out.

Consequences of Further Infractions:

Further warnings and up to assignment end.

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.

Jorge Murillo
Employee Signature

9-4-18
Date

[Signature]
Manager/Supervisor

9/4/18
Date

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

9/4/18
Date