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Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 12/18/2018
 Employee Name: Jerrod Saunders
 Job Title: Production
 Manager/Supervisor: Chamrong 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)

Jerrod was playing his phone in production area , this not allow with company policy.

Plan for Improvement:

Need to follow the company policy

Consequences of Further Infractions:

If next time he is caught playing his phone in production area, he face with writing warning or suspencion .

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.

Jerrod Saunders
Employee Signature

12-18-2018

Date

Chamrong Ouk
Manager/Supervisor

12-18-18

Date

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

Date