



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 8/17/2022
Employee Name: Josh See
Job Title: Hormel QA Level 1 Tech
Manager/Supervisor: James Littlefield

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)
Josh has been seen multiple times filling out his paperwork ahead of time. This includes check times and verifications.

Plan for Improvement:
One on one discussion on the reason we don't fill out paperwork ahead of time.

Consequences of Further Infractions:
Further instances of the behavior will result in escalated warnings and either reassignment 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 _____ Date 08/17/22

Manager/Supervisor _____ Date 8-17-22

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