



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 8/14/2020
Employee Name: Jeremiah Steffenhagen
Job Title: Tri state DC 1st
Manager/Supervisor: Ryan Grzanek

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)

NCNS 08/13/20

Plan for Improvement:

If for some reason Jeremiah is not going to be to work when he is scheduled he needs to follow proper procedure and contact CMG prior to the start of his shift.

Consequences of Further Infractions:

Demotion or 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.

Employee Signature: Date: 8/14/20
Manager/Supervisor: Date: 8/14/20

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