



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 11/5/2024
 Employee Name: Jacob Back
 Job Title: Warehouse
 Manager/Supervisor: PhuyVorn 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)

Was not wearing seatbelt while operating the forklift. Been told many times.

Plan for Improvement:

Every time you operate a forklift the seatbelt needs to be put on and follow safety violations.

Consequences of Further Infractions:

Next time written warning.

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.

Jacob Back
Employee Signature

11-5-24
Date

PhuyVorn Chi
Manager/Supervisor

11-05-24
Date

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