



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 12/12/2012
Employee Name: Jeremiah Pak
Job Title: 2nd Shift Sanitation
Manager/Supervisor: Jamie Sorensen

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)

Employee received a disciplinary warning last month for leaving early, missing work and leaving without approval. On the last documentation, it was recorded that if Jeremiah missed any more days or did not work his full shift, then he would face suspension of employment. Jeremiah has been noticed taking long breaks, and standing around instead of working on multiple occasions. He left work early more than once since are last meeting, including yesterday.

Plan for Improvement:

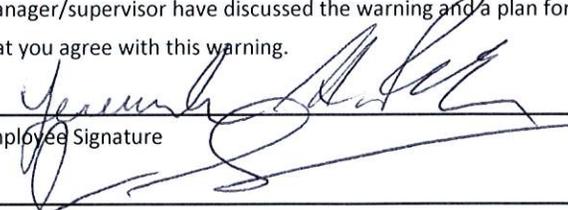
Jeremiah will be suspended without pay from 12.12.12 - 12.14.12. He may return to work on Monday, Decmeber 17th, 2012. Jeremiah will not miss any days or leave work early for the next 60 days unless there are extenuating circumstances.

Consequences of Further Infractions:

If Jeremiah misses a day or leaves work early in the next 60 days, without an emergency occuring and proper documentation, Jeremiah may face termination of employment.

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 12-12-12

Manager/Supervisor  Date 12-12-12

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