



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 9/20/2012
Employee Name: Joe Anderson
Job Title: Warehouse
Manager/Supervisor: Phuy Vorng 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)
Joe left early without approval from his supervisor.

Plan for Improvement:
Joe needs to speak to his supervisor before leaving early.

Consequences of Further Infractions:
Further infractions will result in termination.

Acknowledgment 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
09/22/12

Manager/Supervisor

Date

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

Date