



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 10/10/2023
Employee Name: Justice Logan
Job Title: Production
Manager/Supervisor: Chamrong Ouk

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)

violated break time policy , cought stay in the car take a break and smoking

Plan for Improvement:

need to follow the rules

Consequences of Further Infractions:

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.

Justice Logan
Employee Signature

10/10/23
Date

[Signature]
Manager/Supervisor

10/10/23
Date

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

Date