



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 12/18/2024  
 Employee Name: Kelvin Chea  
 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)

When doing his hourly Finished goods License Plate check before shipping, he wrote an earlier License plate which shows that he does not check the actual LP on the pallet. He has done this on several occasions after I have talked to him about it.

Plan for Improvement:

He has to get it right. I will keep monitoring and reminding him of the need to do it correctly.

Consequences of Further Infractions:

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.

  
 \_\_\_\_\_  
 Employee Signature

  
 \_\_\_\_\_  
 Manager/Supervisor

12-18-24  
 \_\_\_\_\_  
 Date

12/18/24  
 \_\_\_\_\_  
 Date

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