



# Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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### Employee Information

Date: 6/21/2013  
Employee Name: Kevin Sin  
Job Title: MO orics 6  
Manager/Supervisor: heng somark

### 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)  
the paper work not complete properly . Missing the time .

#### Plan for Improvement:

make sure all the paper work need to complete and sight off by supervisor every day before you go home . Make sure you fill it out correctly .

#### Consequences of Further Infractions:

if all the paper work after the review still see mistake . We will give you a written warning . Please make sure get it done correctly because that is SQF documents .

### 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

Manager/Supervisor

Date

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

Date

06-21-13

06-21-13

*Handwritten initials*