



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

Page 1 of 1

SCANNED

Employee Information

Date: 9-14-12
 Employee Name: KIMTIENG NGOP
 Job Title: PACK OFF
 Manager/Supervisor: RICK NELSON

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)
LATE COMING BACK FROM BREAK

Plan for Improvement:
Keep an eye on clock

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.

Kimtieng Ngop _____ Date 9/14/12
 Employee Signature

RICK NELSON Rick Nelson _____ Date 9-14-12
 Manager/Supervisor

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