



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 12/18/2024
 Employee Name: Lonetona Tuatagaloa
 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

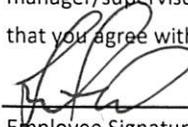
Description of Incident (Describe incident and list the date, time, and any witnesses present)
 When doing his hourly Finished goods License Plate check before shipping, he wrote an earlier License plate which shows that he does not check the actual LP on the pallet. He has done this on several occasions 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.

 _____ Date 12/18/24

 _____ Date 12-18-24

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