



Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date: 6-29-12
Employee Name: LAKIA CLARK
Job Title: MV2
Manager/Supervisor: RICK NELSON

Type of Warning

Verbal Warning [checked]
Written Warning []
Final Warning []

Type of Offense

Tardiness/Leaving Early []
Absenteeism []
Violation of Company Policies []
Substandard Work [checked]
Violation of Safety Rules []
Rudeness to Customers/Coworkers []
Other []

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

I have observed and heard on several occasions that lakia is very slow.

Plan for Improvement:

Take note of how other workers are performing their jobs.

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: [Signature]

Date: 6/29/12

Manager/Supervisor: [Signature]

Date: 6-29-12

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

Date