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Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 2/23/2021
Employee Name: Leyla Ikar
Job Title: Production
Manager/Supervisor: Chamrong Ouk

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)
Leyla was seen throwing box when she worked at box on February 10 2021, throwing box is not acceptable

Plan for Improvement:
need to follow the safety rule

Consequences of Further Infractions:
final warning or assignment end

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.

Leyla Ikar _____
Employee Signature Date 2-23-21

[Signature] _____
Manager/Supervisor Date 2-23-21

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