



# Reichel Foods, Inc.

## Employee Warning Notice

SQ0014FO

R: 2

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### Employee Information

Date: 11/22/2023  
Employee Name: Lonetona Tuatagaloa  
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)

violated break time policy , cought stay outside and smoking during break

Plan for Improvement:

need to follow the rules

Consequences of Further Infractions:

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.

Employee Signature

11-22-23

Date

Manager/Supervisor

11-22-23

Date

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

Date