



# Reichel Foods, Inc.

## Employee Warning Notice

SQ0014FO

R: 2

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### Employee Information

Date: 9-4-12  
Employee Name: Lorena Cabrera-Sanchez  
Job Title: Sanitation  
Manager/Supervisor: DASSAL RAO CHANDRA SR

### 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)

On 9-3-12 around 6:30 AM Lorena Cabrera was told to get quart build up in the corners of the walk way. Task was not completed.

Plan for Improvement:

Lorena will complete the task right away when giving

Consequences of Further Infractions:

Next time will be a 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

Date

Manager/Supervisor

Date

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

Date