



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: *8-12-13*
 Employee Name: *MELBOURNE GROVESNOR*
 Job Title: *MV2 PALLETIZE*
 Manager/Supervisor: *RICK NELSON*

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)

*SUBSTANDARD WORK NEEDS TO WORK ON PRODUCTION SPEED
 FOLLOW DIRECTION*

Plan for Improvement:

NEEDS TO PICK UP PACE

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.

<i>[Signature]</i>	<i>8-12-13</i>
Employee Signature	Date
<i>[Signature]</i>	<i>8-12-13</i>
Manager/Supervisor	Date
_____ Witness Signature (if employee understands warning but refuses to sign)	_____ Date