



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 2/10/2016
Employee Name: Nick Campbell
Job Title: DC Warehouse
Manager/Supervisor: Benn Grenz

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)
He has called in on the following days
2/9-sick
2/5-documented left early
2/2-2/3-sick
1/29-documented left early
1/18-1/19-sick
1/4-sick
11/16/15-sick

Plan for Improvement:
Over the next 4 months Nick will not be able have any unexcused absents days on his attendance or his assignment will be ended. If he calls in after 4 months it will be a written warning.

Consequences of Further Infractions:
Consequences of further infractions will be 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.

Nick Campbell
Employee Signature 2/10/16
Date

[Signature]
Manager/Supervisor 2/10/16
Date

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