



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: *2-25-14*
Employee Name: *ORLANDO MARTINEZ*
Job Title: *SANITOR*
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)

ORLANDO LEFT EARLY WITHOUT COMMUNICATING WITH SUPERVISION

Plan for Improvement:

HE NEEDS TO BE IN TOUCH WITH SUPERVISION WHEN LEAVING EARLY, ARRIVING LATE ETC.

Consequences of Further Infractions:

TERMINATION

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.

[Signature]
Employee Signature

2-25-14
Date

[Signature]
Manager/Supervisor

2-25-14
Date

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

Date