



# Reichel Foods, Inc.

## Employee Warning Notice

Date: 11/5/2012  
Employee Name: *Orlando Guzman*  
Job Title: back up operator  
Manager/Supervisor: heng

Verbal Warning   
Written Warning   
Final Warning

Tardiness/Leaving Early   
Absenteeism   
Violation of Company Policies   
Substandard Work   
Violation of Safety Rules   
Rudeness to Customers/Coworkers   
Other

Description of Incident (Describe incident and list the date, time, and any witnesses present)

today we give you the last chance warning about work performant and use the cell phone in the production area while the production runing .

Plan for Improvement:

make sure the performant have to got some improve have to help out the other coworker be a team player . And do not use any personal stuff in the production area .

Consequences of Further Infractions:

if that happand a gain we will let you go

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

*[Signature]*  
Manager/Supervisor

*11-05-12*

Date

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

Date