



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: ~~11/24/2018~~ 11/14/18  
 Employee Name: Paul Cockrell  
 Job Title: Warehouse  
 Manager/Supervisor: Jeremy Meyer

### 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)  
 Paul unloaded carrots on 11/18/18 and he forgot to fill out the receiving inspection form.  
 11/11/18

Plan for Improvement:  
 Retrain

Consequences of Further Infractions:  
 Consequences of Further Infractions include further warnings up to 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.

Employee Signature \_\_\_\_\_ Date 11/14/18  
 Manager/Supervisor \_\_\_\_\_ Date 11/14/18  
 Witness Signature (if employee understands warning but refuses to sign) \_\_\_\_\_ Date