



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 5/17/2013
Employee Name: Rodolfo Nonalaya
Job Title: Hormel production
Manager/Supervisor: Chamrong Ouk

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)

on 05/16/13 employee asked to leave early for 2 hours but never come back

Plan for Improvement:

he needs to follow to what he asked for, and be on time. If happen again in the future he need to call to let supervisor know that can not come back. he

Consequences of Further Infractions:

if employee still not change, he will face with a final 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.

Rodolfo A Nonalaya 5-17-2013
Employee Signature Date

[Signature] 5-17-13
Manager/Supervisor Date

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