



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 5/7/2014
 Employee Name: Shelby Blackwell
 Job Title: op checker
 Manager/Supervisor: somark heng

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

on Saturday at 9.00pm when shelby go to do her check. it 15 minute late because she suppose to she at 8.45pm but shelby wrote down 8.45pm but do the check at 9.00pm, she told us that she mistake the time. And at that time the rotary line on the time go to break and shelby start doing her check.

Plan for Improvement:
 just make sure you more communicate with supervisor if you need anything and make sure all the paper work done correctly. Just make sure you do it right even no one watching you. If you late check just wrote down on the paper said you late check because of

Consequences of Further Infractions:
 this time we will suspen you for 3 day and if the same problem or the same mistake still happening you will be terminated.

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.

shelby blackwell *Shelby Blackwell* 05/07/14
 Employee Signature Date

somark heng *[Signature]* 05/07/14
 Manager/Supervisor Date

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