



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 10/30/
Employee Name: Sokphorn Moeurn
Job Title: Slicing Room
Manager/Supervisor: Jonny Vorn Soth

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)
He has been showing lack of performance and was not performed his job up to par lately. He has also been showing no sense of urgency and lack of motivation to perform his job. This negative energy can provide negative effects on other co-workers. The supervisor has talked with him about the issues about a few weeks ago; however, there's no sign of improvement.

Plan for Improvement:
Perform a better job and provide a good sense of urgency to complete the tasks as expected. This will be his last chance to improve; otherwise, there will be corrective action taken.

Consequences of Further Infractions:
If there's no sign of improvement, there will be a written warning/last chance or he will be removed from the slicing room into production with reduce pay.

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: *[Signature]* Date: 30/10/13
Manager/Supervisor: *[Signature]* Date: 10-30-13
Witness Signature (if employee understands warning but refuses to sign) _____ Date _____