



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 3/11/2014  
Employee Name: Saleman Sheikh  
Job Title: outside sanitation  
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

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

yesterday I try to looking for Saleman but couldn't find him any where and when I ask JAMA he said he went home And I ask all the supervisor no one was inform

Plan for Improvement:

when the employee want to go home early some some reason they all need to let the supervisor know to get approve to leave. But yesterday Saleman never get approve from any supervisor just leave without permission that should never happen. And your job need to stay until everything clear out before you go home that need to happen every day.

Consequences of Further Infractions:

If that happen next time result 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.

Employee Signature

Date

03-11-14

Manager/Supervisor

Date

03-11-14

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

Date