



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 6/19/2018
Employee Name: Sovimouth Khay
Job Title: Production
Manager/Supervisor: Bunthy

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)
06.19.18, 8:00am - sovimouth was caught filling the SQF papers a head of time.

Plan for Improvement:
Fill it out when the time doing the check

Consequences of Further Infractions:
next offense possible assignment end and/or demotion with pay decrease

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: Sovimouth Khay Date: 06-19-18
Manager/Supervisor: [Signature] Date: 06/19/18
Witness Signature (if employee understands warning but refuses to sign) _____ Date _____