



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 10/15/2012  
Employee Name: Susanna Lakosong  
Job Title: 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)  
employee was using inappropriate language and being rudeness to other employee on 10/15/12 at Hormel production Line.

Plan for Improvement:  
employee needs to watching her behavior toward other coworkers and trying to get along with other employees.

Consequences of Further Infractions:  
if employee still being rude or using unacceptable language with other coworker ; employee will face with a suspension or termination.

### 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 10.15.12  
*Susanna Lakosong* / *[Signature]*  
Manager/Supervisor \_\_\_\_\_ Date 10.15.12  
Witness Signature (if employee understands warning but refuses to sign) \_\_\_\_\_ Date \_\_\_\_\_



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 10/15/2012  
Employee Name: Yadira Ruiz  
Job Title: 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)  
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### Acknowledgement of Receipt of Warning

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*Yadira Ruiz*  
Employee Signature 10-15-12  
Date

*[Signature]*  
Manager/Supervisor 10.15.12  
Date

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