



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 3/25/2021
Employee Name: Thomas Watkins
Job Title: Warehouse
Manager/Supervisor: Benn Grenz

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)

Thomas has made several building errors this month causing the warehouse unnecessary downtime, this has also had a negative impact on warehouse productivity and efficiency. All errors have been documented on the error log. See attached error log for details.

Plan for Improvement:

Thomas will get back to the basics of double checking his work when he is finished building a pallet. By double checking we mean that he will make sure it has the correct product, correct quantities and the correct cross docks before taking his completed pallet to the wrapper.

Consequences of Further Infractions:

If building errors continue further corrective action will be taken.

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.

Thomas Watkins
Employee Signature

3/26/21
Date

Benn Grenz
Manager/Supervisor

3-26-21
Date

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

Date