



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 5-11-13  
Employee Name: TERESA TORRES  
Job Title: SANITATION  
Manager/Supervisor: RICK NELSON

### 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)

SOCIALIZING WITH WORKERS WHICH LEAD TO NEGLECTING  
JOB DUTIES

Plan for Improvement:

STAY FOCUSED ON ~~THE~~ TASK AT HAND

Consequences of Further Infractions:

WRITTEN WARNING

### 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.

X Teresa Torres  
Employee Signature

5-13-13  
Date

Rick Nelson  
Manager/Supervisor

5-11-13  
Date

\_\_\_\_\_  
Employee (if employee understands warning but refuses to sign)

Date