



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 10/6/2025
 Employee Name: Tirone Ruth
 Job Title: Production bin filler/palletizer
 Manager/Supervisor: Vorng

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)
 On 10/03/25 employee went outside during break time and smoked in his car this violate company policies.

Plan for Improvement:
 Stay in inside the break room for break time at all the time.

Consequences of Further Infractions:
 Written or final will be given

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.

Tirone Ruth
 Employee Signature 10/6/25

Phonang
 Manager/Supervisor 10/06/25

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