



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 12-05-12
Employee Name: Trinh Nguyen
Job Title: Production
Manager/Supervisor: Leibel Martinez

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 Locker with lock

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

for leaving their belongs in the lockers with lock

Plan for Improvement:

USE locker during the shift for personal belongings
The at the end of shift need to remove lock so someone from 2nd shift
be able to use the locker

Consequences of Further Infractions:

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: [Signature]
Manager/Supervisor: [Signature]

Date: 12/05/12
Date: 12-05-12

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