



Handwritten initials

Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 9-12-17
 Employee Name: VICTORIA ADEBAYO
 Job Title: SLICER ROOM
 Manager/Supervisor: HENG SOMARK

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)
DISREGARDED DROP OFF, PICK UP POLICIES

Plan for Improvement:
LEARN/USE PROPER DROP OFF LOCATION

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.

Employee Signature: [Signature] Date: 9-12-17
 Manager/Supervisor: [Signature] Date: 9-12-17

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