



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 10/14/2024
Employee Name: Justice Logan
Job Title: Production
Manager/Supervisor: Cham Ouk

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 Monday 10/14/2024 at first break Justice took his break in his car , he didn't follow the break policy that not allow employee taking break outside building

Plan for Improvement:

need to take a break inside building ,and follow the company policy

Consequences of Further Infractions:

final warning 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.

Justice Logan
Employee Signature

10/14/24
Date

[Signature]
Manager/Supervisor

10-14-24
Date

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

Date