



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 12/2/2013
Employee Name: Jim Hanson
Job Title: 1st shift production
Manager/Supervisor: Cameron Johnston

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)

Jim has been forgetting to punch in and or out lately, the amount of missed punches has become excessive, and can not or will not be tolerated.

Plan for Improvement:

clock in & out daily

Consequences of Further Infractions:

further corrective action leading up to termination

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.

JIM A HANSON
Employee Signature

12/02/2013

Date

Cameron Johnston
Manager/Supervisor

12/02/2013

Date

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

Date