



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 8/29/2013  
Employee Name: Joannette Escobar  
Job Title: Warehouse  
Manager/Supervisor: Jeff Ramaker

### 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)  
Leaving warehouse doors open. 8/29/13 at 1pm Door was opened because of the heat

Plan for Improvement:  
Doors are never to be left open

Consequences of Further Infractions:  
final warning, suspension ,or 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.

Employee Signature: *[Signature]* Date: *[Signature]*

Manager/Supervisor: *[Signature]* Date: 8/29/13

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