



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 5/13/2021
 Employee Name: Faduma Elmi
 Job Title: Apple Filler
 Manager/Supervisor: Darrius Louwell

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)
 Today, Faduma Elmi continued taking unscheduled breaks around the same time that the line goes to break and pray. From 6:00pm to 6:40pm(40mins) on a 25min break which is an excess to the schedule time limit. At 8:00pm to 8:28pm on a unscheduled break. This behavior has been going on for a while now and has not been corrected.

Plan for Improvement:
 Faduma, will monitor her breaks and bathroom breaks responsibly and be more courteous of her co-workers.

Consequences of Further Infractions:
 Failure to improve on the unschedule breaks, will result in a final warning, and may have position be terminated.

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.

 _____ Date: 5-14-21
 Employee Signature
 _____ Date: 5-14-21
 Manager/Supervisor

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