

CONFIRMATION OF RESIGNATION

I, Mohamed Ali, do confirm that I am resigning my position with Corporate Management Group at their client location, Reichel Foods. This is effective as of 6 / 11 / 2021 (the last day you will be going to work).

Reason for resignation:

go to Somalia

Employee Signature: Mohamed Ali Date: 6-7-2021

CMG Rep. Signature: Kelly M. Senter Date: 6/7/2021



Time Off Request Form

EMPLOYEE NAME: Mohammad Ali

AGENCY YOU WORK FOR: CMG

TODAY'S DATE: 1/20/21-15-2021

REQUESTED DATE(S): will return Sept, 15th, 2021

VACATION UNPAID LEAVE 6/15/2021

(For CMG use only: Enter number of hours that will be Paid _____ Unpaid)

SHIFT YOU WORK: 1st _____ 2nd 3rd _____

REASON: I go to Somalia 3 months

EMPLOYEE'S SIGNATURE: Mohammad

By signing this form I understand that if this time off request is an unplanned absence it will count as a no fault day(s) toward my attendance. I also understand that if I do not have enough vacation hours to cover this time off request, it will count as a no fault day(s) toward my attendance.

SUPERVISOR'S SIGNATURE: Darwin

By signing this form I am stating I have enough coverage for the day(s) and I will allow the above employee to be off. I am not approving his time off as paid, unpaid, or no fault. This will be determined by Human Resources.

HUMAN RESOURCES' SIGNATURE: _____

I have received this employee's time off request and affirm that he/she has sufficient time accrued. If employee does not have sufficient time accrued, this is considered a no fault day(s) as stated in our company's attendance policy.