

January 27, 2016

To whom it may concern,

This letter is in response to a request for employment verification for Felicia Martinez. Felicia was employed by Corporate Management Group and assigned to work at our client site, Leanin' Tree. Date of Hire was 11/13/2015, and her first day of work was 11/17/2015. She was considered a FT (30-40 hrs per week) employee with a pay rate of \$11 per hour.

Felicia's assignment was a temporary/seasonal position at Leanin' Tree. Her assignment was set to end and Felicia was made aware of this initially upon being hired and reminded approaching the last date of the assignment.

Felicia was being considered for another assignment as a customer service 'lead generator' position at the same client site, Leanin' Tree. She had been speaking to a recruiter, Carla Martinez, about this position and sent her resume for consideration (see attached).

Felicia 'no call- no showed' to her last two days of the seasonal/temp assignment. Both CMG and Leanin' Tree were unable to reach Felicia regarding a reason for her absence. We have not received any response from Felicia since.

Please feel free to contact me should you have any questions at 303-920-1425.

Sincerely,

Caitlin Scholl
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Administrative Assistant

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