



EMPLOYEE RELEASE OF ASSIGNMENT FORM

Employee Name: **Jesse Knettel**

Release Date: **January 15, 2021**

Reason for Release:

Policy Violation

Explanation for Release: **On multiple occasions Jesse has been observed on video surveillance exiting the building and not returning to work for an extended length of time without clocking out. This constitutes fraud and is considered theft of time. After thorough review of exits and entries into the building, we find that your actions were deliberate with disregard to our time and attendance policy. In view of the above policy violations, you are being Released from your Assignment at Branding Iron effective immediately.**

Is this Employee Eligible for Rehire: Yes No

Employee Signature: *Jesse Knettel* Date: 1/15/21

Manager Signature: *Lauri Larson* Date: 1-15-21