



*"your workforce management & staffing experts"*

August 21, 2020

TO: Jesse Knettel

SUBJECT: Suspension from Work

This letter serves as a notice of suspension from work without pay for August 24, 2020 in the matter of Falsifying of Company Documents.

On August 20, 2020 Jesse intentionally altered the results of a Fat Test to obtain acceptable results. Jesse took meat from another line to add to his test that was out of specification. By doing this, Jesse knowingly falsified company documents. This action compromises the integrity of the products we provide to our customers.

I must also warn you that any further instances of failure to follow proper procedures will lead to the immediate release of your assignment from Branding Iron.

Please sign below to indicate that you have read this document and understand its contents.

Employee Signature: Jesse Knettel

Supervisor Signature: [Signature]

Date: 8/21/20