



"your workforce management & staffing experts"

April 20, 2020

TO: Johnathan Marshall
401-7th Street South
#305
Waite Park, MN 56387

RE: Suspension from Work

Johnathan,

This letter is to inform you that, due to your actions and behavior in the early morning hours of April 20, 2020, you are being suspended from work without pay pending the outcome of an internal investigation.

On April 20, 2020, you violated multiple sections of the Behavior and Standards of Conduct section in the Employee handbook you were given at the time of your hire. Abiding by these policies and procedures is a condition of your employment.

When the investigation is complete, we will contact you to outline the findings. If we consider the need for further disciplinary action, you will be advised accordingly.

If you have any questions or comments regarding the suspension or if you have important information that could shed further light on these allegations, please do not hesitate to contact me.

Regards,

A handwritten signature in cursive script that reads "Lori Larson". The signature is written in black ink and has a fluid, connected style.

Lori Larson
CMG/Branding Iron
320-281-5617