



"your workforce management & staffing experts"

July 27, 2018

To: Jowhar Omar
3225 Maine Prairie Road
St. Cloud, MN 56301

RE: Suspension from Work

Jowhar,

This letter is to inform you that, because of your actions on the early morning of July 27th, 2018, you are being suspended from work pending the outcome of an internal investigation.

On July 27th, 2018, you violated multiple sections of the Behavior and Standards of Conduct section in the Employee Handbook. Abiding by these policies and procedures is a condition of your employment. This has not been the first time you have violated the Conduct Policy. There are recorded incidents in January 2018 of similar infractions.

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

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

Sincerely,

A handwritten signature in blue ink that reads "Lori Larson".

Lori Larson
CMG