Transfer Request

Employee Name: Joe Raygor

Date: 10-17-11

Current Shift/Dept.: 2nd shift, D.C. warehouse

Shift Requesting: 1st shift 6AM-2pm - warehouse

Reason: Open spot & it works better for my family time.

Date of Requested Transfer: ~~[illegible]~~ soon!! → 10/31/11

Office Use Only

Attendance: Perfect

Work Performance: Perfect

Available Opening: Yes per payd.

CMG Approval: Kelsey Ashelind

Operations Manager Approval: M Schumacher

Work Restrictions: none

09/2011