



"your workforce management & staffing experts"

July 30, 2019

To: Michael Buersken
908-11th Avenue North
St. Cloud, MN 56303

RE: One-Day Suspension from Work

Mike,

This letter is to inform you that, due to the incident in the parking lot on July 25, 2019, you are being suspended one day from work.

On July 25, 2019, your actions violated the Behavior and Standards of Conduct section in the employee handbook. Abiding by these policies is a condition of your employment at Branding Iron. We always expect you to conduct yourself professionally, on or off the job. As you know, engaging in any fighting or mistreatment of other is considered workplace violence and strictly prohibited while on company property.

If you have any questions regarding this suspension, please do not hesitate to contact me.

Sincerely,

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

Lori Larson
CMG/Branding Iron

A handwritten signature in black ink that reads "Michael Buersken".

7-30-19