



August 12, 2020

TO: Mohamed Abdi

SUBJECT: Suspension from Work

This letter serves as a notice of suspension from work without pay for August 12, 2020 in the matter of your poor attendance record.

You were given a written warning in May 2020 regarding your attendance. Following that warning, your attendance was monitored. You were given a 2nd warning in July 2020 for additional No Call No Shows for your scheduled shifts.

I must also warn you that any further unexcused absences from work will lead to immediate termination of your employment. I hope you understand the seriousness of this matter and will take the necessary steps to improve your attendance record.

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

Employee Signature: _____

Supervisor Signature: Tim Hold

Date: 8/12/20