

To: Yeng Moua
Title: Recruiter

From: Joe Rael

Title: Recruiting Manager

Date: 6/29/2017

Subject: Written Warning for Attendance Issues

Yeng,

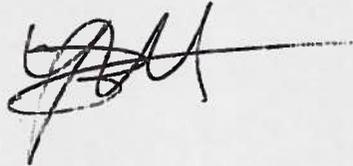
Please consider this a letter of warning concerning your continuing attendance problems. Your uneven attendance is beginning to affect other parts of your job, making improvement even more essential. Attendance records indicate that since 5/16/17, you have been late, or missed work on 9 different occasions.

This letter shall serve as a written warning, that if excessive work attendance continues, you will be placed on probation. You may also receive a less than good rating on your performance appraisal in the area of "attendance". We hope that this letter which will be placed in your personnel file provides the incentive for you to improve your attendance.

Your presence and reliability on the job are very important to us and are essential for the smooth operation of your position and the office.

Thank you.

Employee Signature:



Date: 6/29/2017

Supervisor Signature: Joe Rael

Date: 6/29/2017

C.C. Human Resources