

24 April 14

**Billy Zimmer**

**Engineer**

**1325 Prospect Dr**

**Redlands, CA 92373**

**RE: PROBATION NOTICE**

Dear Billy Zimmer:

As a result of the following determination by your manager, you are officially on probation. Any further reprimands will result in immediate termination from DevAV.

*REASON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

You must make every effort to improve your performance in order to avoid further action by myself and my management team. Should you need to discuss this notice, please contact me as soon as possible.

Sincerely,

*John Heart*

*CEO - DevAV*