Stacy Melroy

Marketing Day Shift Manager

TriTech Inc.

519-555-4783

January 1st, 2014

Allen Smith

Marketing Analyst

TriTech Inc.

Allen Smith,

This is an official notification of termination.

Effective as of January 3rd, 2014, your position at TriTech Inc. as a Marketing Analyst will be terminated as of the end of your shift.

After numerous complaints of harassment from multiple female employees of TriTech Inc. we have no other alternative than to terminate your employment with us.

* Verbal warning on November 1st, 2013
* First official write up on November 22nd, 2013
* Second official write up on December 2nd, 2013 and two days of unpaid vacation required.
* Final write up on December 20th, 2013 and informed that continued employment will be evaluated by Human Resources.

At the end of your shift on January 3rd, 2014, you are to turn in your access badge and any other company issued equipment to the front security desk. Your exit interview will be conducted with HR at 3:00pm to discuss any company benefits that you chose to utilize; health and retirement.

Due to the nature of your termination we will not consider you for future employment with TriTech Inc.

Respectfully,

Stacy Melroy

Marketing Day Shift Manager