



Megatrend
Workforce Management

Reference No.: MWM-MOBC-2020-00006263

SUSPENSION LETTER

To : Asilo, Ednilyn F.
Employee Number : MWM00008934
Department : Honda B1201
Subject : Suspension
Violation Date : September 11, 2020

This letter serves as a Suspension days for violating Megatrend / Rules and Regulation regarding Not following SOP conduct advance insertion on conductor CBS-3F-16-b/ Buffer for next set.

Megatrend Workforce Management would like to inform you that your actions are being watched, and that any further violations of the company policy may result in your dismissal / termination. We expect that you uphold and strictly follow our company policies and that you conduct yourself professionally at all times.

So ordered.

Rachel D. Mercado
Operations Manager
Megatrend Workforce Management

I acknowledge by my signature below that I have been afforded with the due process of law, and the opportunity to review prior to signing this correspondence. I understand that this warning letter will be placed in my personnel file and will form part of my employment records.

Asilo 11-14-20
Employee's Signature/ Date

RECOMMENDATION	
DATE OF SUSPENSION:	Nov. 21, 2020
DATE RETURNED TO WORK	Nov. 23, 2020
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<i>Asilo</i>
APPROVED BY:	<i>[Signature]</i>
IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Ako po si Ednalyn ako po ay nag advance sa kadahilanan
nang delay na poh at malapit nang mabuo ang buffer
dehi big product po ang aming running sa susunod
hindi ko na po ito gagamitin dahil delay na poh

Edna
Edna F. Asilo