



PAUL NEFF

PK Partners, Inc. Probation Warning

You are hereby notified that your performance does not currently meet the standards outlined in the PK Partners, Inc. Employee Handbook. Strict adherence to these standards is an ongoing requirement for continued employment by PK Partners, Inc.

You are hereby placed on a probation employment status and are notified that your continued employment by PK Partners, Inc. may be in serious jeopardy. Following are specific areas of your performance not acceptable at this time. An immediate correction must take place if continued employment is to be warranted.

1. ***Failure to properly communicate with your supervisor regarding expected time away from the office.***
2. ***Argumentative, defensive and disrespectful toward your supervisor when questioned regarding actions and whereabouts.***
3. ***Repeated tardiness.***
4. ***Repeatedly failing to complete and submit time sheets in a timely manner to payroll.***

Your signature below indicates your acknowledgment of your probationary employment status.

Employee

Supervisor

Date: -----

Date: -----