

EMPLOYEE PERFORMANCE MEMORANDUM

Date: April 15, 2025

From: Bruce West

To: Kendra Morgan

Subject: Poor Performance

Based on our records, you have failed to meet the company's target production rate from January to March 2025. This consistent failure within such a length of time is a direct violation of our company standards.

Please take note that this may be cause for dismissal should this continue for one more month. Thus, we ask you to submit a letter of explanation immediately so we can create an appropriate course of action to address the situation.