

Kevin Dunkelberger

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Tue 2/25/2020 5:14 PM

**To:** Jaime Barnhart <Jaime.Barnhart@theservicecompanies.com>

**Cc:** Carl Rebong <Carl.Rebong@theservicecompanies.com>; Anna Shova <Ashova@dropbox.com>;  
conniec@dropbox.com <conniec@dropbox.com>

Hello Jaime,

I am composing the following with regards to two small incidents regarding Kevin.  
No action is needed on your end regarding both incidents, but I wanted to communicate them to you accordingly as to have a record in case any of the below becomes a pattern.

- Anya saw Kevin away from his work at 12:55 to grab lunch, rather than his break time at 1:00 pm. I have spoken to him about the importance of timeliness with respect to his break times.
- Kevin requested to leave early today in order to meet with his parole officer. Kevin is usually good about planning these meetings in advance and coordinating the proper paperwork accordingly.

Thank you kindly for your continued support.

Best, Nate

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**Nate Hoffa**  
**Food & Beverage Operations Manager**  
**1800 Owens Street, San Francisco**

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