

Follow Up

Marisela DelaCruz <Marisela.DelaCruz@theservicecompanies.com>

Tue 9/6/2022 2:25 PM

To: Ms Lane <mizzlane85@gmail.com>

Cc: HS Human Resources <hshr@theservicecompanies.com>

Hello Alberta,

Thank you for taking my call, here is a recap of our conversation. I am reaching out regarding your interaction with our manager Sam Grasser. I understand there was a miscommunication regarding you being placed to work and you had a lack of response from management after two days of repeatedly reaching out to them. As I mentioned, our managers do their best to get to every employee and try to staff our employees in a timely manner, your concerns about the lack of communication between you and your managers are understandable and will be addressed. However, the communication you had with Sam was not appropriate and again, I appreciate you admitting and recognizing this. We expect all employees to show professionalism when speaking to management at all times and we hold everyone to this standard. Due to your unprofessional communication with Sam, we are placing you on a final warning as we take this extremely seriously. Moving forward, we expect you to communicate professionally with management and any other employee at The Service Companies.

Below is my contact information as promised.

Marisela DelaCruz

Human Resources Manager

The Service Companies

2900 Monarch Lakes Boulevard - Suite 202 | Miramar, FL 33027

O: 415.940.9254

E: marisela.delacruz@theservicecompanies.com

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