



## **SPIRIT LAKE CONSULTING, INC.**

*An Indian-owned business*

### Fort Totten Office

P.O. Box 663  
314 Circle Dr.  
Fort Totten, ND 58335  
(701) 351-2175

### Santa Monica Office

2111 7th St. # \*  
Santa Monica, CA 90405  
(310) 717-9089

Date: July 14, 2006

To: Donna Brown

From: Erich Longie

Subject: Attendance and hours

I have attached a copy of the attendance policy from the Spirit Lake Consulting, Inc. Policies and Procedures Manual that you received at your orientation. Per the attached memo, three unscheduled absences are reason for termination. You had one unscheduled absence on June 20th and a second on Monday of this week, July 10, 2006. This serves as your written notification that one more unscheduled absence will result in termination.