

Carlson Building Maintenance

Termination Form

12-29-2025

Termination Form

Employee number: 15346

Employee last name: Ponce

Employee second last name:

Employee first name: Melissa

Last day worked: 12-14-2025

District Manager

Were warnings given? N/A

Eligible for rehire? Eligible for rehire: Yes

Explain missed shifts by employee: Reason employee quit: She gave 1 1-month notice,

Jose Martinez

12-29-2025