



To: [Click here and type name]
CC: [Click here and type name]
From: [Click here and type name]
Date: 11/21/07
Re: Notice of Suspension and Investigation

This is to inform you that effective immediately, you are suspended from your duties as an employee of Miracle Restaurant Group (Arby's/Dunkin Donuts), due to the following Progressive Discipline Matrix violation(s):

The terms of your suspension are as follows:

1. You are not to come to your restaurant for any purpose.
2. You are not to contact or talk to any Miracle Restaurant Group employees.
3. You are not to remove or dispose of any Company property, including files, reports or business records.

If you violate any of the terms of this letter, you face immediate termination and possible prosecution. These terms are to protect you, our employees and the property of Miracle. We want to ensure that a proper and thorough investigation or review of the facts takes place. We encourage you to give us a statement on your thoughts in regards to the issues stated above. All information will be reviewed by your Area Director (may also be reviewed by your Director of Operations, Vice President of Operations and Human Resources) prior to any final decisions regarding your employment with the company.

If our investigation finds these charges invalid, you will be reinstated with all due compensation and no loss in tenure. If these charges are verified as a result of the investigation, further disciplinary action may result **including separation**. If you are separated from the organization, Miracle Restaurant Group will comply with the laws of the State in which you are employed, regarding your final pay-check (wages owed).

