

Farmville Insurance Corp.  
Main Branch Location  
201 High Street  
Farmville, Virginia 23909

March 3, 2021

Dear Main Branch Staff,

Subject: Important policy change

Thank you for your increased support of our “Casual Friday” workdays. Your enthusiasm to promote health awareness across our facility is truly inspiring, and it has not gone unnoticed. At Farmville Insurance Corp., we recognize that it is important for our staff members to have ample time to recuperate from the intensive workweek, and we are dedicated to providing you this opportunity.

At this time, however, we can no longer offer our “Casual Friday” special. Instead, the administration has agreed to switch to offering “Casual Wednesday” as a day that all staff members can work from home. We hope that you accept our sincere apologies in making this switch.

Starting next Wednesday, all staff members can work virtually from home. Your scheduled appointments should still happen as usual, and your pay will not be affected. We hope that this new policy is not an inconvenience for any of our employees, but please reach out to myself, Jacob Compton, at 757-335-1658 if you have any questions. I would like to hear from you regarding any concerns.

Once again, we hope that you accept our apologies for making the sudden switch to “Casual Wednesday”. At Farmville Insurance Corp., we value our employees and want to make sure that we are putting you first.

Sincerely,

Jacob Compton  
CEO  
Farmville Insurance Corp.