**Terrapin Insurance Corp.**

To: Staff of Terrapin Insurance Corp.

From: Mason Moorefield, manger of the Cosmos Street branch

Date: October 8, 2018

Subject: Cancellation of casual Fridays

Our branch of Terrapin Insurance Corp. has enjoyed the luxury of casual Fridays for many years now. This is something that our employees are thankful for and they are grateful to have.

With the recent increase in the amount of corporate members that are coming in and out of our branch office, we have decided to cancel casual Fridays. It is important for our corporate members to see how professional our branch of the company is; and when we participate in casual Fridays, this does not show how professional we can be.

We know that our employees look forward to casual Fridays every week and we apologize for any inconvenience that this may cause. We appreciate all of the hard work that all of our employees contribute to our branch or Terrapin Insurance Corp. and are looking into other incentives to give to our employees.

Please let us know if there is anything that we can do for you at anytime.

Sincerely,

Mason Moorefield

Mason Moorefield

Manager