

Dear Faculty and Staff:

Subject: Changes coming this September 2019.

As we step into the season of Autumn, we are reminded that change is not only inevitable but also beneficial!

The Terrapin Insurance Corp would like to inform the staff of the recent policy changes regarding casual Fridays. Sales representatives will begin taking clients next Friday, September 3rd. This change will require all staff to maintain professionalism on these days to ensure that we maintain credibility within the company. Starting this Friday, please show up in your formal attire for the workday.

Please note that with major changes within the company there will also be promotional opportunities soon for certain departments. We will be making evaluations and presenting promotions before the end of the month of September. We will continue to keep the faculty and staff undated.

We appreciate your hard work and cooperation.

Sincerely,

Ciara Pembroke

Terrapin Insurance Corp.