

Terrapin Insurance Corporation- Cosmos Street

Colleen Weber
1355 Cosmos Street
Rockville, MD 20850, USA

To: All employees at the Cosmos Street branch

From: Colleen Weber, Branch Manager

Date: March 10, 2019

Subject: Alteration of casual Friday's

Few things warrant a sense of pride like working hard and seeing it pay off. This quarter has seen record sales of insurance policies, and service complaints are down by 15%, thanks to our awesome team!

I am writing in response to emails I have received about rumors of the cancellation of casual Friday's.

We recognize the inconvenience of cancelling casual Fridays and make every effort to promote our employee's comfort. Unfortunately, corporate changed the policy which allowed that dress code, and the new one will be implemented at all branches starting March 15, 2019.

Fortunately, the new policy left it open to each branch to decide on the level of formality, and Ashley Reginold, our regional manager, approved business casual. As a gesture of goodwill, Mrs. Reginold has ordered company polo shirts which will come at no expense to you. They can be picked up from my office on Thursday, March 14 between 12 pm to 5 pm.

We apologize for the inconvenience but appreciate the cooperation and hard work from each of our employee's.

Best regards,

Colleen Weber

Colleen Weber

electronic signature