

Message

From: Janet McQueenie [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7013AC2C6217450B86ADEC70D1214699-JANET MCQUE]
Sent: 2017-04-06 9:44:59 AM
To: Terry Young [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=872fa3f6e61a48709b11458c0c3b6ca6-Terry Young]
Subject: follow up
Attachments: Change in Reporting Relationship Trisha Hickson April 2017.docx.docx
Sensitivity: Company Confidential

Hi,

I contacted John Hodgkinson and it is not a problem to move Trisha from reporting to you as long as there are no other changes to her job doc. We need to give her notice – a letter stating the change in reporting before it is effective and cc that letter to Society.

I've prepared the letter – it's attached. I've written it with 6 weeks' notice, based on her start date in 2011.

Let me know if you need anything else.

Janet

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