Dear Personnel:

I first would like to say that I have been blessed to see how God has been using each of you, by endowing you with wisdom, confidence and skills to help the many children of the State of Georgia.

You may not directly see the children that you impact from day to day, but each time that you carefully and devotedly do your daily assignments, you help to change a child’s life. You have a large responsibility and I am so pleased that I have this opportunity to work alongside all of you at this time.

As with anything, there is always room for improvement and through the grace of God, we will continue to search for better ways to enhance our techniques to provide better service. But for now, I would just like to say, “Thank you for jobs well done”.

We have been offered a group opportunity to get together and share our time as a company in an excursion at the local Hinesville YMCA. Mr. Sean Quarterman, a rock course instructor, has offered to give us a couple of hours of his time to train us all, on the rock wall.

This adventure is design to help develop team building skills with employees in small and large corporations. It not only is a fun activity, but it also helps each employee understand their boundaries and the boundaries of their coworker. More importantly, you get information about your abilities as well as the coworker who works beside you every day. Finally, the fees for a workshop of this magnitude can be extremely high, but Mr. Quarterman is willing to give our organization this opportunity for free.

We would like to set up a day during office hours, so that everyone can participate. On that day, you can dress casually. The office will provide lunch following the training and a company **certificate of participation** will be awarded.

We are past the middle of this 2012 fiscal year and a lot has happened. I appreciate all your efforts to help us maintain an excellent program and I look forward to sharing more prosperous experiences with you in the future.

Respectfully, Administrative Office

Theresa Quarterman-Brack

Alan Mills

Charles Mills