



10/19/15

To: All GIGA Inc. Employees

Re: Christmas Club

Everyone who has participated in the Christmas Club for the past year will receive their monies plus interest on November 5, 2015 payroll.

Therefore, it is time for everyone eligible and wishing to participate in next year's Christmas Club to designate the amount to be deducted from his/her monthly or semi-monthly paycheck.

Eligibility = employees who have been employed and on GIGA's payroll for at least 90 days. The Club year is November through October of the next year. The designated amount is deducted from your monthly salary payroll or your semi-monthly salary/hourly payroll – whichever applies.

If you wish to participate in the Christmas Club beginning 11/1/2015 thru 10/31/2016, fill out the form below and **RETURN IT TO ME BY 10/26/15.**

Thank you,

Sue Potts
Payroll

I, _____, wish to have \$ _____ deducted from my monthly/semi-monthly paycheck and placed into a Christmas Club saving account. I understand that this money will be reimbursed to me either upon termination of employment or November 5, 2016.

Signed

Dated