

South West Detention Centre	Centre de détention du sud-ouest
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**MEMORANDUM**

**DATE:** Tuesday, September 2, 2025

**TO:** Administration Staff

**FROM:** Melinda Keller, Business Administrator

**CC:** Michelle Harvey, Superintendent  
Paul Kitchen, Deputy Superintendent of Administration  
Randy Mascarin, Deputy Superintendent of Male Operations  
Kevin Emery, Deputy Superintendent of Security and Compliance  
Candice Calhoun, Deputy Superintendent of Programs

**SUBJECT:** **Thank you – SEO Summer Student Office Assistant**

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I would like to take this opportunity to recognize and thank **Asfi Hassan**, our SEO Summer Student Office Assistant, for the outstanding work he has done during his time with us.

Asfi consistently demonstrated professionalism, dedication, and a strong work ethic. His contributions and support have been greatly appreciated, and he has made a positive impact on our team throughout the summer.

On behalf of everyone at the South West Detention Centre, we wish Asfi the very best in his future studies and career. We are confident he will continue to achieve great success.



Melinda Keller  
Business Administrator