To: Faculty of St. Francis Technical College

CC: Jane Constatine, Supervisor

From: Ulric Aird, Employee

Date: 5th March 2024

Subject: Rodent Infestation – Pest Control

We are aware of the recent rodent infestation in the staffroom cupboards and desks. We understand that this raises concern, and we are sorry for any inconvenience caused by this infestation. Once complete, the company

To address this immediately, we hired a pest control company get rid of the rodents. This will commence on the 6th of March and is expected to take 3 days to complete. Please ensure that cupboards and desks are clean before the 6th. Dispose of any waste and leave all drawers open.

Thank you for your cooperation.

Best Regards

Ulric Aird

Employee