**Blue Sky Human Resources Incorporated**

150 Wellington Street West,

Chatham, ON

Telephone – 1 800 667 – 0132 or \*622

02 of May, 2011

**MITCHEL F. FRANK**

Executive Assistant

2212 Rodeo Drive West

Dear Ms. Clark,

This is to inform you that the items discussed in our meeting last week. Effective June 1, the company will hold staff meetings from 8am to 10am. The agenda will be the overall effectiveness of new software, proposed solutions for the identified weaknesses and determine staff members who will work on launching of the new website. At the end of the meeting, you will be in charge of drafting a summary report which will be reviewed by the steering committee. We also elected you as the person to present the company during the special congress meeting to be held in Washington DC. You will be expected to present how our company is able to stay afloat a midst shaky economy. I believed this letter will cover all the points we discussed. If you have any questions you can visit me at my office.

Sincerely,

Oliver D Sarmiento

Head, Sales Department