To: Cynthia Brook

From: Gurpreet Singh

Date:

Subject: Co-op Position

Hello, Cynthia greetings of the day. I have written this letter to provide some information related to the new policies of the Region of Waterloo International Airport that are scheduled for the part-time employees so that they can use this consistent schedule in duration of the Covid pandemic.

It is reflecting that Region of Waterloo International Airport is looking forward for the low-cost maintenance to build up normal schedule where it is working on the appointed moments for the similar days and times every day.

As per the Region of Waterloo International Airport there are development of some new schedules for the part-time employees as they can be assigned some shift on some days and sometimes of the week. As per their comfortability they can choose their shift for the assigned work but there is a condition that once they get assigned the job and they choose their shift for that particular shift they are not liable to change their assigned jobs. As this is the time of Covid pandemic and organisation is also looking forward for the welfare of part-time candidates and organisation as well. So that candidates are not able to change their assigned jobs and they cannot turn back for leaving their job that is assigned for that particular time period. If this type of activity comes into the consideration that particular employee can lose their job with the current wages related to that particular assignment. If any employee wants to re-join the organisation, he or she have to start their job from the starting point as the organisation will not liable to pay the previous salary or the amount that he or she was getting in previous timing. For instance, if an employ is previously learning $19 per hour and if he or she wants to re-join the organisation then the salary or wages will be starting based rate as $15 per hour if in the situation of the vacant position ability.

I am suggesting you to continue your job to make stability in your wages rate for that you can choose your suitable schedule that suits you in better manner. Company is happy or grateful to consider you in the organisation in future rather than you leave our organisation.

Thank You,

Gurpreet Singh