

January, 7th 2021

Dear Employees,

We are pleased to announce major changes that will take place in the coming weeks.

First, we would like to warn you that these changes are being implemented to make your work easier and less burdensome.

The first changes will involve a monthly meeting with your team. As a result, you will have a better means of communication with your boss and you will be able to simply report problems.

Also, you will benefit from electronic tablets that will allow you to instantly report incidents so that you can get reinforcements more quickly if necessary. They will also allow you to notify the control center of the progress of your work so that the center can send you to other incidents without you having to return to the center.

We would be happy to hear your views on these changes. You will be able to express yourself fully during the open house during which we will present all the changes.

Yours faithfully.

Gotham City Hall.