Ms Ella Bendel

123 Century Street

Winnipeg MB R3E 9Z9

Dear Ms Bendel,

This month, the Human Resources department will begin drafting a new Policies & Procedures Guide. Before the development team begins work, it is important that suggestions and input be received from all workers – especially our contractors. Given your experience with working at home, perhaps you could lend us your insight in that area.

Please submit your suggestions for issues in the new guide as soon as you can. Our goal is to complete a rough draft of the guide by the end of the month.

Thank you for your participation. Together, we will make the new Policies & Procedures Guide a success.

Sincerely,

Director of Human Resources