W.P. Bennet

WestTrail Legal Firm

567 Trail Avenue

Edmonton, AB T2E 8Y8

Dear Mr. Bennet

I am the new publications manager, MANAGER. I will be your contact for the new DOCUMENT project. I wanted to let you know that our DEPARTMENT officially launched the project last week.

There has been some general discussion in the Human Resources department here about changing the name of the Policies and Procedures Guide. A meeting is planned to resolve this issue later this month.

I look forward to working with you on this project.

Yours truly,

MANAGER

Publications Manager