

Memorandum

May 29, 2008

To: Department Manager
From: Jack Thomas
Subject: Performance Reviews

The following list indicates the performance reviews you have in the next month. Please notify me when you have completed the performance reviews, so we can update our records.

Feel free to contact me if you have any questions or concerns.

<u>Dept</u>	<u>Name</u>	<u>Hire Date</u>	<u>Performance Review Date</u>
ENSY	Bettina Kaptheker	1/5/2005	7/5/2007
ENSY	Henry Nguyen	1/1/2003	4/1/2007
ENSY	Leroy Dolbert	8/1/2003	2/1/2007