

COPY

11/7/08
M

To: John Stroh

From: Tiffany Anderson

RE: Return to work

Date: 6 November 2008

I am looking forward to resuming my position as tech. 1. My approximate date is 1 December 2008.

I welcome any input as it applies to this job description, and any data concerning changes that have occurred during my absence. During meetings with you and Eddie the both of you (as well as Keith) have verbalized I have been trained incorrectly, speaking in blanket statements. I am asking for specifics. I plan to exceed all standards with integrity, diligence, professionalism and appropriate behavior. Please advise me on any changes in company policy. I would like to be considered a candidate for special projects and upcoming positions as I have been overlooked in the past.

Please provide me with a current handbook of policy and procedures as mine is outdated and I am returning it back to you.

I look forward to a productive bright and positive future with the district. I believe fairness and equal treatment which are the cornerstones of good business and so necessary for achievement on all levels down. Management sets the leadership standards that trickle down to the lowest on the ladder.

Safe workplace conditions, appropriate colleague behavior without a hostile work environment, and helpful assistance from management will greatly assist my matriculation. I anticipate my return.

Regards,

Tiffany Anderson