

From: Kylan Rutherford
Sent: Friday, April 27, 2018 2:25:45 PM
To: David Federo
Cc: Amanda Paik, Neil Woerkom
Subject: Follow-up on this morning's meeting

David,

I'm grateful that we had a chance to talk this morning. Our conversation gave me a better understanding of what you are experiencing and how you feel. I hope I was able to communicate my expectations. We made some excellent goals, and I believe they will help create a work environment where you feel enabled and engaged.

To recap, here are the things we discussed:

- To develop mutual trust with clients and teammates, you committed to meet deadlines, be responsive to calls and emails, and receive permission before working from home.
- To help you feel passionate about your work projects, I committed to include you in project origination meetings, give you chances to innovate, and involve you where possible in decision making.
- To achieve these goals, we both committed to check-in regularly to discuss the progress of your projects. We also agreed that if you do not fulfill your commitments, you will be ineligible for the year-end bonus and may be subject to termination.

During these check-ins, please feel free to express any issues, if any, you are having with teammates. I will do what I can to help you resolve them. Let's plan on meeting next Friday, May 4, at 11:00 AM.

David, I hope you know how much we value your work. You really are a crucial part of our PrinTech team. I'm excited to receive more of your input, and I know that as we work closer together we will be able to create truly compelling and exceptional projects.

Thank you,

Kylan