

To: David Federro
From: Claudia Hebert
CC: Amanda Paik, Neil Woerkom
Subject: Follow-up on our meeting

Hi David,

I'm glad we got to talk today. It clarified a lot for me and hopefully did the same for you.

As we discussed, I, along with Amanda and our clients, feel you do excellent work. However, if this work is not done in a timely and respectful manner, it loses some of its impact and you lose credibility. We should not be making excuses to clients about why their project is late, and we should not be hearing from your colleagues that you are not responsive to their communications.

Here are the steps we talked about in our meeting to address these issues:

It is clear from our conversation about your work with refugee relocation services that when you are passionate about something, you put the work in. We want you to feel passionate about your work here as well. **For this reason, we are extending an invitation to you to attend our project origination meetings.** Getting involved at this early stage will give you the opportunity to influence the direction of projects and share your innovative thinking.

Another thing we discussed was deadlines. Hopefully having more input into project direction will motivate you to get your work in by the deadline. I will take the time to schedule check-ins with you throughout each project to see how things are coming along. With these two steps I expect big improvement in this area. **However, failure to routinely meet the given deadlines could result in the loss of your year-end bonus or termination from your position.**

We also talked about the issue of missing work. **It is your responsibility as an employee to let me know when you will not be in the office and will instead be working from home.** Additionally, next time there is a case of illness, death of a loved one, or emergency please let me know.

Lastly, I wanted to touch on your relationship with your colleagues. As I mentioned, the missed deadlines and lack of response to their communications has caused some frustration. **Going forward, I ask that you be cordial and gracious towards your colleagues and respond to their phone calls and emails as you work together to complete projects.**

David, your work here has been a large factor in PrinTech's success in the web services industry and we value your contributions. It is my hope that you understand continued success can only be attained if clients, your colleagues, and I can fully count on you. I hope our conversation today serves as a turning point and allows you to do even better work with our company.

Best Regards,

Claudia