



Email Message from Calvin to GM's/Directors:

As discussed in the last few Management Council Meetings, my HR team is collecting information about your special project resource needs and any full time career opportunities you envision creating as a result of your transformation efforts. We are looking to quickly gather as much of this information as you may have at this time. Again, we are looking for both special project resource needs as well as permanent, full time roles you envision creating.

As a first step in collecting this information, my team will be contacting you to arrange a meeting with you and/or your senior managers. We anticipate this to be a 30 minute meeting scheduled some time between November 15th and November 22nd.

Thank you so much for helping me gather this information. I look forward to meeting with you soon!