

INTERDEPARTMENTAL
MEMORANDUM

TO ... Susan Atkinson.....

FROM ..Kenneth Werker.....

Billing Clerk...Conventions.....

..Business Manager...Housing.....

.....

..... July 31..... 19 75...

PERSONAL & CONFIDENTIAL

It is with a great sense of regret that I am forced to lay you off as of September 1, 1975. You are aware, of course, that business has not fulfilled our expectations at the time that you were hired, and there are presently no funds available for your position after September 1, 1975.

I know that you must be employed in the hotel field in order to complete your practicum and therefore, if there is anything I can do to help you in this regard, please feel free to let me know. Keith and I have been most satisfied with your work to date, and I personally would not hesitate in giving you the most excellent of references.

Again, I am sorry for this move, and thank you again for the service you have rendered to the Totem Park Convention Centre.

c.c. Mr Keith Moran, Administrative Assistant
Ms. Wendy Bice, Shop Steward, AUCE ✓