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## **ORGANIZATIONAL ANNOUNCEMENT**

TO: Hunter Panels Employees and Sales Reps

I am excited to announce that Selena Ellsmore has been promoted to Administrative Assistant for Hunter Panels. For the past 3 years Selena has been the Receptionist for Hunter Panels, and has done an outstanding job. She has taken on more responsibilities and is always willing to help. She exemplifies the “whatever it takes” spirit, and has a passion for great service. In her new role, she will work with all of the Hunter departments and sales teams to help further strengthen our customer’s experience. Selena has been cross-training with Cyndy for the past year in preparation for this promotion. Through all of her hard work, the transition into this role after Cyndy retires at the end of this year should be seamless.

Please join me in congratulating Selena on this well-earned promotion, and best wishes for continued success.

Regards

A handwritten signature in cursive script that reads "Matt Peterson".

Matt Peterson  
General Manager  
Hunter Panels