

# Nishnawbe-Aski Legal Services Corporation

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July 23, 2024

Megan Wood  
934 Mountdale Ave  
Thunder Bay, ON  
P7E 2Z9

## PRIVATE AND CONFIDENTIAL

Dear Megan:

We are writing to acknowledge receipt of your resignation with Nishnawbe-Aski Legal Services Corporation ("NALSC"). We confirm that your employment ends **July 29, 2024**.

You are required to return to NALSC all keys, documents, passwords, devices and other corporate property in your position by Monday, July 29, 2024. We ask that you contact **Doreen Stone** to make the necessary arrangements to return all corporate property and retrieve any personal belongings.

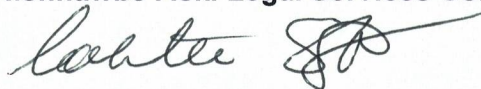
A review of your current sick and vacation credits will be completed before you leave.

1. If you have **overdrawn** your sick or vacation credits, you will owe the Corporation the funds overdrawn. The total amount owing will be deducted from the first payroll after your last day of employment with NALSC. Should your amount owing exceed your total payroll amount, an invoice with the balance owing will be issued to you to be paid back to the Corporation immediately.
2. If you have **accrued wages and/or accrued but unused** vacation credits, you will receive the total amount on the first payroll after your last day of employment with NALSC. Once these payments are made, nothing further will be owing to you.

We remind you of your duty of confidentiality and common law obligations to NALSC including to refrain from making any disparaging remarks about the corporation and/or its directors, employees, and clients. These duties continue to apply despite the fact that you are no longer working for the corporation.

Megan, we extend our best wishes to you in your future endeavors.

Yours truly,  
**Nishnawbe-Aski Legal Services Corporation**



Colette Shwetz  
Director of Legal Services

Cc: Finance Department

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