

Nishnawbe-Aski Legal Services Corporation

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August 10, 2021

PRIVATE AND CONFIDENTIAL

Bonnie MacDonald
588 Melrose Blvd.
Timmins, Ontario P4N 5H7

RE: Extension to Probationary Period - Performance

Dear Bonnie:

The following letter confirms our discussion during your performance review on **July 28, 2021**, regarding your probationary period being extended for an additional 3 months. It is now scheduled to end **November 12, 2021**.

As you know, your employment was subject to a probationary period of 3-months. During this period, your performance and skills were assessed against your position's duties and success traits.

While I have observed that you successfully fulfilled the expectations of the position in some areas, there are some concerns about performance in other areas. To assist you in meeting the expectation of your position, you will be expected to participate in the development of a Performance Improvement Plan (PIP). A meeting will be scheduled at a later date.

Bonnie, I am confident that given additional time, coaching and training, you will be able to fully meet expectations for the position. Should you have any questions or concerns, please contact myself or HR.

Sincerely,



Holly Sitch
Discharge Program Coordinator

Cc: HR Department
Cc: Finance Department

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