

Colette Shwetz

From: Holly Sitch
Sent: March 19, 2021 12:24 PM
To: Colette Shwetz
Subject: Discharge Coordinator

Hi Danielle,

Further to our conversation, would you be open to having this job stay as the Discharge Coordinator and adding duties to the position I already have? As I understand it, if you change this position to a Manager's job then I think it will have to be posted.

If this goes to a managers position I would be losing quite a bit of overtime which is almost every day. I am also taking on the responsibility of coordinating vehicles and drivers now.

Holly

Colette Shwetz

From: Holly Sitch
Sent: March 19, 2021 11:01 AM
To: Danielle Wood
Cc: Colette Shwetz; Tara Thompson
Subject: Contract

Importance: High

Good Morning Danielle,

After careful consideration I have decided to decline the offer of a one year contract as Discharge Coordinator and will be returning to my regular job beginning April 1, 2021. Although the job is very enjoyable I find that with the added duties it will become overwhelming for me.

Thank you so much for the opportunity as it really was great. Please feel free to contact me if there is anything I can do to help out during the transition.

Sincerely,

Holly Sitch