# Nishnawbe-Aski Legal Services
Corporation

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1+August 20, 2019

E-MAILED MAR 2 6 2020

Holly Sitch

**Private and Confidential**


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Dear Holly,

This letter is to recognize the added job duties required of you in your role as Travel Coordinator in Thunder Bay. Effective August 5, 2019, your position as Travel Coordinator will include Payroll Coordinator with added HR support as needed.

In recognizing this change, your new role will be **Travel/Payroll Coordinator.** Attached is a revised Job description for your review with your Manager. Along with your increase in duties, Nishnawbe-Aski Legal Services Corporation will be increasing your yearly salary to $48,000.

Holly, please review your newly assigned duties with your Manager to ensure you are aware of your new responsibilities. Your Manager will be responsible for adjusting your performance review and monitoring your performance.

In closing, Holly we please ask for your discretion regarding the confidentially of this letter.

Sincerely,
**Nishnawbe-Aski Legal Services Corporation**

Colette Shwetz
Interim Executive Director