Current Date

Mr. Roderick Young, CEO

Mountain HR Services

988 Fenwick Ave.

Boulder, CO 80314

Dear Mr. Young

REPORT ON MANAGING REMOTE EMPLOYEES

As we discussed by phone today, I have reviewed the report written by one of your staff members detailing how to best manage remote teams. Thank you for the quick response to our request.

As you know, Digital Solutions has encountered some issues when working with remote employees, such as lack of communication and lack of follow-through on projects, among others. I believe the report your company submitted addresses those issues in a concise manner.

It is important that our management team learn the most effective ways to deal with these management issues in order to improve productivity.

Once again, thank you for ensuring this project was completed so efficiently.

Sincerely

Julie Smith

Human Resources Manager

######## (Member ID)

c Nancy Wells