

To: Troy Employees  
From: Tim Reynolds  
Date: 12/28/2004  
Re: **Jim Oliver PROMOTION**

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Over the years we have taken great pride in recognizing people for their unique talents and abilities. Dependability, hard work and a personal goal to strive for perfection has made Jim stand out among his peers. Being the Trainer is a challenging job that takes a lot of patience and long hours. Jim has persevered and proven he has what it takes to take that next step upwards here at Informed Marketing Services.

Among Jim's accomplishments and strengths are

- \* Dependability. He is here to assist with training at times for both morning and evening shifts.
- \* Working with both new trainees and veterans to help them improve their skills.
- \* Revamped and instituted the Lead Generation Training Program

#### PROMOTION

Effective immediately, Jim will be advanced to the position of Assistant Supervisor. This promotion will mean many added responsibilities with a few more headaches also. We have the utmost confidence that Jim will excel and keep advancing.

**Congratulations Jim! Great Job!!!!**