



VCM Plant

Conoco Chemicals
Continental Oil Company
P.O. Box 605
Westlake, Louisiana 70669
(318) 491-5211

August 25, 1980

Mr. Virgil M. Fisher
P. O. Box 36388
Georgia Tech
Atlanta, GA 30332

Dear Virgil:

This letter confirms our offer and your verbal acceptance of a Process Engineer position at the Conoco VCM Plant.

As was mentioned, employment with Conoco is contingent upon you passing a physical examination. Attached are the Conoco medical forms. The medical history portion of the forms are to be completed by you prior to the physical examination. A doctor of your choice may perform the examination. Please have the doctor attach his statement to the forms as we will pay the fee. We should have the decision of our Medical Department about a week after the completed forms are received. Also attached is an application for employment form to be completed and returned.

Attached is a Conoco Moving Guide for your convenience and information. Please submit Form 16-13S to us approximately two weeks prior to the moving date if you will need a moving van. Conoco will assign a mover and make all arrangements for you. If you do not need a van, you may need to rent a trailer to move your personal goods. If so, Conoco will reimburse you for the trailer costs as well as your other moving expenses. In addition, we would be most happy to assist you in locating suitable housing in the Lake Charles area.

Conoco will reimburse you for a 2 or 3-day house hunting trip to the Lake Charles area. Conoco will also pay for travel expenses including 20¢/mile for personal automobile and temporary living expenses while in the Lake Charles area.

We appreciate the time and effort you devoted to the trip to Lake Charles and we are most happy you selected Conoco as your place of employment. If you have questions, please don't hesitate to contact us.

Sincerely,

J. H. Brunson
Office Manager

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