

TO PERSONNEL DEPARTMENT

This is to acknowledge that it has been explained to me that the production department has been divided into two separate groups, effective November 16, 1956. I understand that the Mill Room has been established as one division and all other areas of production have been established as the other division.

At the present time I am working as a Venturi Designer in the Grain area.

TO THE EMPLOYEE: PLEASE SIGN ONLY ONE OF THE FOLLOWING THREE DESIGNATIONS.
(This sheet should be returned to the Personnel Department before 4:30 p.m. Thursday, December 6.)

- I. I wish to remain in the division in which I am presently employed. I understand that if I wish to transfer to another division at a future date, I will be required to start at the bottom in the new division.

Arthur J. Masters 11-29-56 Dale D. ...
Foreman Date Employee

FOR ALL PEOPLE WHO WISH TO TRANSFER EXCEPT NO. 1 OPERATORS

- II. I wish to transfer from my present division to the other division of the production department. I understand that my transfer will be made as soon as possible and practical. I further understand that I must accept the first opening which is made available to me in the other division. I also understand that my request to transfer will deprive me of the right to promotion within the division where I am presently employed.

Foreman Date Employee

FOR NO. 1 OPERATORS WHO WISH TO TRANSFER

- III. I wish to transfer from my present division to the other division of the production department. I will accept only the following jobs in the other division. I understand that I must accept any of the jobs which I have listed below when they are made available to me. If I refuse any one of these jobs which is offered me, my right to transfer will be voided.

Foreman Date Employee