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To: Our Valued Customers

From: Ralph A. Johnson, Director QA/QC

Date: 2018-11-28

This letter is a notification of a personnel change at Northeast Labs. Mary Veilleux will be joining the Microbiology and Chemistry Quality Group at Northeast Labs. If you need Media technical assistance, please contact Abby Tripp (atripp@nelabservices.com) and/or Ralph Johnson (rjohnson@nelabservices.com).

We wish Mary continued success in her new role.

Best Regards,

A handwritten signature in black ink that reads 'Ralph A. Johnson'. The signature is written in a cursive style with a large, prominent 'R'.