

**To:** merwin dela cruz [REDACTED]  
**From:** [REDACTED]  
**Sent:** Wed 6/20/2018 7:14:52 PM  
**Subject:** Your Trip July 15-August 15!

Hi Merwin...Can you please send me your itinerary for your trip July 15-August 15? (did you do that already? I can't remember)....I need to know when your last day at work will be...We are bringing [REDACTED] and Renato in to cover for you while you are away and he wants you to overlap a day for ease of transition...July 15 is a Sunday...

thanks [REDACTED]