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**From:** Jeanne Brennan Wiebracht <[REDACTED]>  
**Sent:** Tuesday, December 16, 2014 7:03 PM  
**To:** jeevacation@gmail.com  
**Cc:** [REDACTED]; Cecile deJongh  
**Subject:** Sophia salary - Zorro

Jeffrey,

Please confirm this is ok:

Sophia will be transferred to Zorro payroll effective after Friday, December 19, 2014. Last day of payroll on STC. Her last day in the office is Wednesday December 17, 2014 and she has two personal days due – which she is taking on Thursday and Friday.

She comes off STC payroll on Friday, December 19– and will be paid thru December 19, 2014.

In addition she has one week paid vacation due which we have cut a check for in STC's payroll system – and she will take next week off.

She will start back to work at Zorro on December 29, 2014.

So her effective start date at Zorro will be Monday, December 29, 2014 and she will be put on the Zorro payroll effective December 29, 2014.

Her rate is \$40,000 - annual.

Jeanne

