

December 15, 2006

TO: The Roofing Industry Alliance for Progress

FROM: Acme Roofing

SUBJECT: John Doe, MVP Nominee

Please accept the following commentary in consideration of our employee, John Doe, for the Most Valuable Player award for 2006.

Outstanding on-the-job performance

John Doe has been employed with our company since 1996 in our sheet metal roofing division. Since John's first day on the job, according to his personnel records, John has been an outstanding performer with excellent attendance and a solid work ethic. John has been with our company ten years and in all this time John has one of the thinnest personnel folders in our filing cabinets. Although I probably do not need to say more, I will further explain that John has never been written up for poor performance, for unexcused absences, for no call/no shows, or for misconduct. The only documents in John's file are notes of a complimentary nature and exceptional performance evaluations.

As for performance, John's written performance ratings in the categories of Ability to Learn, Mechanical Ability, Quality of work, Ability to work with others, Attitude toward the Company, Attitude towards supervision, Organizational skills, Eagerness to learn new skills, Dependability, Training/assisting employees, Consideration towards safety, Ability to work without supervision, and Initiative all have been above average. Specifically, with the exception of one or two fours, John has consistently been rated a five – excellent in all these areas through all three years.

It is very difficult today to find employees that are as conscientious and dedicated to their companies as John is to ours. We are fortunate to have John on the Acme team.

Attracting new roofing workers and helping retain existing ones

John's value to our company is and always has been his concern for his co-workers, especially the newer employees on the job. As we all know, roofers are a robust, albeit goodhearted, breed. It takes a tough-skinned person to endure the initiation into the crew. However, John is the kind of guy that always remembers what it was like to be the new kid on the block. Whenever John sees a roofer looking confused or frustrated, whether it is one of his crew or not, John lends a helping hand. An excellent craftsman with an innate concern for the welfare of others, John has been invaluable to our company not only in the retention of our employees, but in their professional development as well.

Other

John is a quiet man who does not like to be in the spotlight. What John contributes here at work and in the community, John does without fanfare. John prefers it that way.

I am submitting copies of a few of John's performance evaluations, although not all of them as they all show pretty much the same rating.