



BENCHMARK

ENGINEERING & LAND SURVEYING, LLC

9138 South State Street, Suite 100

Sandy, Utah 84070

Office 801.542.7192

May 28, 2020
Revised June 2, 2020

Jessica Hall
7316 S525 E
Midvale, UT 84047

Re: Notice of Furlough

Dear Jessica Hall,

We regret to inform you that as a result of COVID-19 and the resulting disruption to your availability and schedule, we have opted to place you on furlough. The anticipated date of furlough is June 29, 2020, making June 26, 2020 (the Friday before) the last day of work. We are hopeful that we will be able to restore you to your prior position with our company on or around August 31, 2020. However, it is important to note that we reserve the right to change this date based on our business needs.

You have requested the following information:

- May 22, 2020 was the last day Jessica Hall entered her timesheets
- The amount of Jessica Hall's latest paycheck is \$1,436.56 (dated 5/29/20)
- Amount paid for work done in May 2020 to Jessica Hall is \$3,195.33

We very much appreciate all your contributions to the company this year. We wish you all the best during this unprecedented time.

Sincerely yours,

M. Chris Poulsen, P.E.
Project Manager

MCP:sia