

I have attached a memorandum to be issued to [REDACTED] with regard to her being restricted to the first floor. Please sign and issue it to her and have her sign three copies. She will keep two copies and the third should be returned to me. Additionally, there are two memorandums that you need to sign and have placed in Control, notifying them of the restriction of both her and [REDACTED]. If you have questions please let me know.

[REDACTED]  
Human Resource Manager  
MCC New York, NY  
[REDACTED]  
[REDACTED]