

[illegible]

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**Organization logo**

|  |              |  |  |  |  |  |                                    |                 |                                                           |                       |                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--------------|--|--|--|--|--|------------------------------------|-----------------|-----------------------------------------------------------|-----------------------|-----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |              |  |  |  |  |  | ye<br>e<br>per<br>for<br>ma<br>nce |                 |                                                           |                       |                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | when         |  |  |  |  |  |                                    | mo<br>nth<br>ly |                                                           |                       |                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | how          |  |  |  |  |  |                                    |                 | Em<br>ail/<br>org<br>ani<br>zati<br>on<br>net<br>wo<br>rk |                       |                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | who          |  |  |  |  |  |                                    |                 |                                                           | HR<br>ma<br>nag<br>er |                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | With<br>whom |  |  |  |  |  |                                    |                 |                                                           |                       | QA<br>ma<br>nag<br>er |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

CEO Signature:

Date: