

From: Najar, Norma
Sent: Thursday, August 6, 2020 4:43 PM
To: Martinez, Veronica <vmartinez@gavilan.edu>
Cc: Alvarez, Lucy <lavarez@gavilan.edu>
Subject: REMINDER: Employee Performance Evaluations
Importance: High

Dear Supervisor,

Our records indicate we have not received, annual performance review documentation for the following employees under your supervision:

- Employee 1
- Employee 2
- Employee 3

Please forward all completed annual reviews to Human Resources at hr@gavilan.edu as soon as possible.

Thank you,

Norma Najar



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