

To: **All Employees**

Julie Hoover, VPHR, and Kipp Felice, VP Marketing From: **Changes in Employee Engagement & Communications** Re:

Date: 11/30/2023

I am writing to let you know that Mackenzie Green, Our Employee Engagement and Communications Specialist, will be leaving Miller Industries to pursue other opportunities. Her last day with us will be on December 8, 2023.

During her time with our organization, Mackenzie has made significant contributions to establishing and nurturing our employee engagement and communications program. Her dedication has played a pivotal role in fostering a vibrant and connected workplace culture. We are truly grateful for all she has done to enhance the employee experience. Before Mackenzie departs, I encourage you to reach out to her personally to express your appreciation and best wishes for her future endeavors and thank her for the positive impact she has had on our organization.

Until we find a replacement for the Engagement and Communications Specialist, please get in touch with the following employees for your engagement and communication needs:

Video production – Kipp Felice Employee company store hours – Dawn Cross or Lacey Clark Community relations donations – Sandy Campbell The Hook posting & AtHoc messaging needs – James Fulks Incentive gift inquiries – Kelley Thompson

For general engagement and communication inquiries, don't hesitate to get in touch with a member of our HR department. They will be more than happy to assist you.

I want to assure you that we remain committed to upholding the strong methods of communication and engagement that we have established during Mackenzie's tenure. We will continue to prioritize open and transparent communication, ensuring you are well-informed about company news, updates, and events. We also have an exciting lineup of employee events scheduled in 2024. Together, we will continue to foster a positive and engaged work environment, supporting one another as we move forward.

Thank you for your attention, and please do not hesitate to reach out if you have any further questions or concerns.









