



CAPSTONE
BUILDING CORP.

MEMORANDUM

TO: ALL CAPSTONE BUILDING CORP. EMPLOYEES

FROM: Jimmy Shaw

DATE: April 20, 2009

RE: **Joe May**

Recently, we promoted Joe May from an Assistant Project Manager to the role of Project Manager. While employed at Capstone, Joe has shown a willingness to work in any role he has been assigned and to continue to grow and develop in each of these roles. Joe has also shown an ability to quickly grasp new concepts and responsibilities. Joe is quickly becoming a leader in our company and owners are looking to him to manage their expectations. Joe is truly deserving of his new role in our company.

Please join me in wishing Joe good luck as a Project Manager for Capstone Building Corp.