14th November, 2008

**To**

**Len Jeffers**

**Project Executive in the office**

**of Executive Chairman**

**SWMCOL**

**34 Independence Square North**

**Port of Spain**

**Trinidad**

Dear Sir/Madam

**RE: Employment of Shermain Stephen**

We act on behalf of Shermain Stephens, of # 11 2nd Street West, Beaulieu Avenue, Trincity.

We are instructed that my client and your company had an agreement that she should work in the position of Portable Services Officer (In Training) for three months and afterwards she would be reviewed and given the position of Portable Services Officer.

We are further instructed that she worked in the position of Portable Services Officer from 2nd of January to October 13th 2008.

Hence it was to our understanding that the position of training is only for three months and the rest of the 7 months from April to October she worked in the full capacity of portable services officer and she is entitled to full salary of a portable services officer. My client instructs us that persons employed previously in that position are earning a salary of $ 9,000 dollars and you are paying her only $5,500 dollars. Hence you owe her the payment of $ 28,274 for the difference in payments

Further my client instructs that you did not give her any legally entitled notice to terminate her contract with you. As per law she is entitled for one month’s notice in lieu she is entitled for one month’s pay. Hence she is entitled for a payment of $ 9,000 which is one month’s salary of a portable services officer.

Further she instructs me that she performed additional duties during the period Wednesday 22nd April through Saturday 17th May, 2008, for which she is entitled for a pay of $1417.70

Hence my client is entitled for a amount which

1. $ 28,274 (the difference of salary from training officer to full time officer)
2. $ 9000 (salary in lieu of the one month’s notice)
3. $ 1,417.70 ( additional duties payment)

In total my client is entitled for a payment of $ 38,691.70

Having regard to the matters aforesaid I now call upon you to compensate our client the amount aforementioned together with legal fees to date in the sum of Three hundred Dollars ($300.00) within 14 days of the receipt of this letter.

Failing which, we have our client’s instructions to commence further legal proceedings against you, without further notice to you, which shall be both costly and embarrassing.

Be guided accordingly

Yours respectfully

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Christopher Ross Gidla

Attorneys at law

c.c. Ray M.S.Brathwaite, Executive chairman Swmcol