Blue Cross of Florida | Blue Shield of Florida
P. O. BOX 1798 532 RIVERSIDE AVENUE TELEPHONE (904) 791-6111
Jacksonville Florida 32201

INTER OFFICE MEMO

TO: Buddy Gazaleh AT: Mail Operations DATE 11-29-73

FROM: Frazier Sinclair AT: Mail;Operations

SUBJECT: New employees or termination of employees

When a new employee is hired please give to Pat Leece the following information.

Employee Name
" " Number
" " Classification
" " Date
Social Security Number
Address
Zip Code
Phone Number

Also when an employee is terminated she is to be notified.

Sincerely,

Frazier

JFS/pl