Prototypes
Production
Assemblies



30 Carver Street Lawrence, MA 01843 Ph: (978) 683-4826 mills.works@verizon.net

July 1, 2015

ValleyWorks Career Center 439 South Union Street Lawrence, MA 01843

Attn: Arthur Chilingirian

Dear Mr. Chilingirian,

All of us here at Mills Machine Works, Inc. would like to thank you and all of your team for your diligence and dedication to the On the Job Training Program, which we have just completed this June 2015.

Over the past 5 ½ months we have participated in the program training Mr. Robert Allegretto as a Quality Assurance Manager and we are happy to say this has been a resounding success for our company and Robert. He has adapted to our processes and has helped to develop new ones as we strive to have a better work flow and communications with employees, vendors, and customers. Robert's ability to take charge of job requirements and make things work smoothly and efficiently has become a great asset to Mills Machine Works, Inc.

After 3 months of training, Robert also joined our health insurance plan on a 50/50 basis. At his 6 month review he will receive a pay increase.

The timing and execution of our first OJT trainee was extremely important to us as we are experiencing a substantial growth in manufacturing at this time.

We would also like to give our most sincere appreciation to Susan Ingham who has worked tirelessly to get us started and throughout the program. She has been an outstanding liaison and representative for ValleyWorks.

We are looking forward to participating in the program again as we anticipate hiring manufacturing personnel in the near future.

Best regards,

Greg Mills
Owner

Mills Machine Works, Inc.

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