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Insurance Benefits, Inc.

150 SO. PROSPECT AVENUE • TUSTIN, CALIFORNIA 92680
(714) 832-7900

February 2, 1983

TO ALL EMPLOYEES

We are pleased to announce the promotion of Ted Cooper from Supervisor to Data Processing Manager effective January 31, 1983.

Effective February 7, 1983, Dee Wilkie will become Office Manager. Her duties will include personnel interfacing, reviews and complaints, coordination with Department Managers, ordering printing and supplies, and building Management.

Beth Strutt became Acting Underwriting Manager in addition to her supervisory duties as of January 31, 1983.

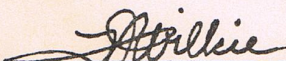
The Claims "Customer Relations Unit" is now planned to become fully effective on February 14, 1983.

Ed McGeever is pleased to announce that Jeanne DiCicco and Bette Ewers, both experienced in claims management and supervision, are now in training as Claim Supervisors and will be actively working in that capacity in the immediate future.

Jane Neickula has been promoted to Accounting Supervisor effective February 7, 1983.

We are confident that these personnel changes will benefit the growth of Insurance Benefits, Inc., and we ask each of you to give these people your full support and cooperation.

Sincerely,


THOMAS J. WILKIE, PRESIDENT, I.B.I.

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IS
NOT
WARRANTY

GROUP BENEFITS FOR FIRMS WITH 5 OR MORE EMPLOYEES

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