

Date: April 12, 2020

To: Shelby Smith, MSN, RN

From: Anna Cerra, DNP, MSN, MSHA, RN

RE: Promotion

Hi Shelby,

Congratulations on your promotion to Director of ED! I look forward to working with you and continuing the success of your department. We will formally announce the promotion in May during Nurse's Week. Please know that my door is always open and you can reach out to me for anything.

Keep up the great work!

A handwritten signature in black ink, appearing to read 'Anna', with a stylized flourish at the end.

Anna