

Philadelphia Gas Works



800 W. Montgomery Ave Phila, PA 19122
www.pgworks.com

November 24, 2015

Ms. Claudine Youssef
103 Buckley Drive
Philadelphia, PA 19115

Dear Ms. Youssef:

It gives me great pleasure to offer to you a temporary internship position within the Gas Control & Acquisition Department at a rate of \$11.00 per hour. In this assignment you will initially report directly to Blerina Gaba- Teme, Manager of Gas Choice. Your signature on this letter will confirm your acceptance of this temporary position.

This offer is contingent upon your passing a pre-employment physical and screening for alcohol and/or narcotics use. We have conducted a background investigation that may have included inquiries into your criminal and credit history, PGW gas service accounts, previous employment, educational background, and other public records.

Your employment at PGW will be considered "at-will", which means that you may voluntarily leave PGW's employment upon proper notice and you may be discharged from PGW at any time, for any reason. PGW's policies and procedures may change from time to time at the sole discretion of the Company. No such modification will change the "at-will" nature of your employment. No PGW manager or representative has the authority to enter into a contract of employment of any kind.

In the event that this assignment converts to a regular full-time position you must maintain domicile in the City of Philadelphia for the duration of your employment. You are also required to remain current with the payment of any PGW gas account(s) held in your name or your spouse's name. Past due and/or delinquent accounts are grounds for termination.

On or before your start date, you must present evidence of employment eligibility in conformance with the Immigration and Naturalization Act (i.e. Passport or Drivers License and Social Security Card or Birth Certificate). Enclosed for your information is a list of all documentation required for completion of your personnel folder.

I am delighted that you are considering joining PGW's team. I am certain that you will enjoy a rewarding experience with us. If I can be of further assistance, please contact Racquel Kelly, Director of Staffing and Special Projects at 215 684-6920.

Congratulations!

Sincerely,

A handwritten signature in black ink, appearing to read "Lorraine Webb", is written over a horizontal line.

Lorraine Webb
Vice President, Human Resources

I ACCEPT I DECLINE *(Please check one)*

Claudine Youssef

Date