

PHILIP MORRIS U. S. A.  
INTER-OFFICE CORRESPONDENCE  
RICHMOND, VIRGINIA

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**CONFIDENTIAL**

To: . Mr. Horace Jones  
From: . W. K. Pember  
Subject: . Dr. V. DeNoble and Dr. P. Male

Date: July 13, 1984

Per our phone conversation, the subject individuals started outplacement proceedings on April 9, 1984 with the understanding that they would have seven months of pay (through November 9) plus any unused vacation. They also will receive benefits from Philip Morris until they are placed but no later than November 9 and if they find a job prior to that time, we will supplement their benefit coverage to whatever degree their new employer package is short of our benefit package. In addition we have an understanding that each is to be paid up to \$6000 for job search expenses and relocation expenses to whatever degree the new employer package is short of our package.

*LIFE  
SUIT*

Dr. DeNoble has located a job beginning July 26 and to date, Dr. Male is still on the premises continuing his job search efforts.

Herein, we are asking that a continuation of pay to Dr. DeNoble be made through November 9 plus any unused vacation.

According to the information provided me, Dr. DeNoble has approximately \$5300 of the remaining \$6000 package. We have agreed that he may use whatever is needed of the \$5300 toward temporary living expenses at his new location (the new employer agreement does not provide this relocation expense). Those expenses will be submitted to Jim Hardin who will submit them to Jim Charles for approval. By this memo, Jim Hardin is asked to track those expenses and at the conclusion of the temporary living or November 9, whichever comes first, he notify you of the total amount of those expenses.

If Dr. Male finds a job prior to November 9, we will notify you accordingly of his circumstances.

In the future we will attempt to notify you on a confidential basis any time we have a severance pay situation when the individual has totally vacated the premises. We will also notify you of any similar agreements involving a set amount of funds to be allocated for relocation and job search efforts.

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Horace Jones

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July 13, 1984

If you have any questions, please advise me.

WKP/bpp

cc: J. Hardin  
J. Charles  
P. Insley  
D. Newcomb

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