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|  | Espresso Yourself |

Memo

To: All Staff

From: Your Name

CC: Michiko Watanabe

Date: 7/2/2014

Re: New Hires Orientation

You are no doubt all aware of the very busy times we have ahead of us as we prepare for our first burst of hiring and training. As we engage in this process, we will experience many issues that come from starting a new company and getting it off the ground.

To make the next few weeks more bearable for everyone, I’d like to remind us of some important points I’d like everyone to keep in mind:

Be sure to keep your Outlook calendars updated

This helps to ensure meetings can be scheduled correctly

Since many of you share your calendars with your supervisor, it’s important your supervisor have accurate, up-to-date information

Please respond promptly to meeting invitations and task assignments

Please respect the need for room and quiet during various project status meetings during the week

If for some reason you can’t make it into work, call Dana Frost on her cell at 1-555-555-1234