

MEMORANDUM

TO: Julie Smith, Roger Meyer, Edna Renick, Harvey Rosen

FROM: Tom Carlson, Information Technology Department Manager

CC: Nancy Wells, CEO

DATE: Use Current Date

SUBJECT: Professional Business Associates – Virtual Training Event Sessions

Please share the following information with the employees in your respective departments regarding the upcoming Professional Business Associates – Virtual Training Event Sessions. These sessions are mandatory. While the employee can select which session works best in their schedule, they must select a minimum of one session.

I have attached a flyer to help build excitement for the event and inform employees how to register. Please be sure you connect with your team to discuss coverage of your areas during the training sessions so we do not impact our customer service in any way.

If you or any of your team members have questions, please contact me. Thank you for your time and attention to this matter.

CONTESTANT #

Attachment