memo

|  |
| --- |
| Company name |

|  |  |
| --- | --- |
| **To:** | Mikaela Lee |
| From: | Rene Skoko |
| CC: | Luca Udinesi, Gael Torres, Viktor Klobucar |
| Date: | 1/9/23 |
| Re: | Welcome new team member |
| Comments: | Please welcome our newest team member, Mikaela Lee. Mikaela joins us from Printed Page Publishers. Complimentary snacks and beverages will be provided in the break room. |