

Company Memo

Adapted from an Email message


Mary Feinsinger

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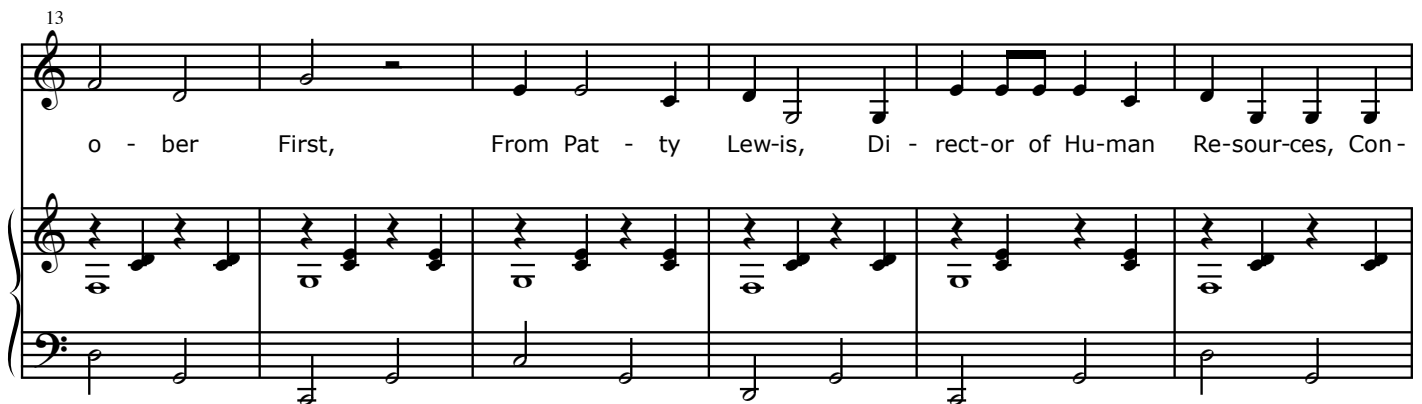
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1. This is a Com-pa-ny Mem-o TO all em - ploy-ees, Da-ted Oct-



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o - ber First, From Pat - ty Lew-is, Di - rect-or of Hu-man Re-sour-ces, Con-



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cern-ing Our Ga - la Christ-mas Part - y. I'm hap - py to in - form you that the

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Compa-ny Christ-mas Part - y will take place on De-cem-ber Twent-y - Third. It will be-

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gin at noon in the pri-vate func-tion room at the Grill House. There will be a cash bar,—

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— and plent - y of drinks! We will have a small band play - ing tra - di - tion-al

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car-ols: Feel free to sing a - long! And don't be surprised if our C. E. O. shows

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up dressed as Sant-a Claus! A Christ-mas tree will be lit at one o'clock P.

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M. At that time, all em - ploy-ees can ex-change gifts with one a - noth-er. How-

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ev - er, please note: no gift should cost more than ten dol - lars, which will