

# Announcement Memo

**TO:** All Employees

**FROM:** Edgar Abong/Marketing Department

**DATE:** October 22, 2023

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**SUBJECT: Announcement of Influno's Annual Marketing Gala**

Heads up, Influno family!

The Marketing Department's energy is off the charts, and we can barely contain our enthusiasm! We're on the brink of launching our grandest event of the year: the Annual Marketing Gala. This isn't just another event; it's the embodiment of all the hard work, creativity, and innovation that we've poured into our projects throughout the year.

Here's what's in store:

- **What:** Interactive marketing showcases, networking sessions, and a lavish evening reception.
- **When:** November 15, 2023, from 9:00 AM to 10:00 PM
- **Where:** Lakeside Resort and Conference Center

Circle November 15 on your calendars and RSVP by November 1, 2023. Let's make it a day to remember, team!

# Announcement Memo For Employee Handbook

**Wolfgang Guggemos**

## **Announcement Memo For Employee Handbook:**

**The E-policy Handbook** Nancy Flynn,2001 Publisher Fact Sheet Helps readers realize the magnitude of e risks understand cyberlaws gauge the vulnerability of their organization purchase protective cyber insurance write formate e policies train employees about online policies draft e crisis communications plan **Personnel Policy Handbook** William S. Hubbartt,1993 Here s a guide for all managers charged with creating and updating their company s human resource policy manuals This definitive handbook not only covers all areas of employee relations it also tackles the full range of critical contemporary HR issues such as AIDS substance abuse and chemical safety Managers can take advantage of how to istructions to organize and write a manual timesaving checklists and worksheets and invaluable tips on how to write personnel policies that lead to clear understanding and interpretation Alerting the reader to legal pitfalls the handbook covers employment policies leaves of absence pay discipline and discharge benefits union relations and more Plus its 100 helpful illustrations include sample forms flow charts and a complete sample policy manual **The McGraw-Hill**

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