# **Memorandum**

**To:** All Company Employees

**From**: David Seeman

**CC**: Onboarded and Current Writers

**Dear Fellow Colleagues,**

I am sending this memo to congratulate you on ten years as an independent company. We couldn't do what we do without your help. And to provide a heads-up regarding upcoming updates and announcements that all employees should be aware of moving forward

To start, following recent reports by employees and our loyal website users of issues with the website. In coordination with our IT team, we will be planning to take the site down for maintenance starting Tuesday June 28 at 3:00 PM (Cananda time) and continue to be down till about 6:00 PM, as we are an international company, emails have been sent out previously regarding this planned downtime and any further questions can be directed to Bob Darron our senior IT Specialist and incident response manager.

In addition, following new and updated accessibility guidelines in Europe, we have made changes to our code of conduct. Our HR team sent an email regarding the changes two weeks ago, requesting your signature agreeing to the new terms. As a heads up, this will be due by the end of next week, so make sure you sign before the deadline.

Once again, thanks so much for all you do for the company. Also, be on the lookout for our biweekly catch of the day newsletter with information on an exciting opportunity!

Warm Regards,

David Seeman

CATCH OF THE DAY NEWSLETTER

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| **A FOND FAREWELL**  When I think of someone who has stuck it out for a long time, I think of Mary Sommer, who has been with the company since the beginning. Her smile and positive attitude can be seen in her work and office.  She will be retiring next month, and we want to wish her well  Thank you for everything, Mary, and may the light guide your way on this next journey. |
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| Otaku Logo |

If you are interested in this exciting opportunity, reach out for more info.

Attendees working the booth will require a background screening.

## Planned Downtime

We’ll be offline for server upgrades on July 5, 12:00 AM–4:00 AM PST.

Please upload finalized pages **before July 4, 8:00 PM PST**, to avoid publishing delays.

Code of Conduct Update

We've updated our accessibility and conduct standards to include more straightforward feedback and community interaction guidelines. Please review the revised policy on the internal portal.

Thanks for continuing to create excellent work across oceans and genres!

"Nothing can be done tomorrow that can be directly done today."

# Convention Season is Here!

Sailfin will attend OtakuCon 2025 in San Diego. Artists interested in joining panels or signings should email [events@sailfinmanga.com](mailto:events@sailfinmanga.com) by **July 7**.

Otakucon has been one of Sailor Fins ' manga's most incredible partners. For the last five years, they have been gracious to us both in service and promoting the company.

This year, we have the privilege of being one of the convention's sponsors. We are looking for artists to come out and attend as visitors and help run the booth.

Thanks for continuing to create excellent work across oceans and genres!