



MEMORANDUM

TO: All Employees, Software Engineering Department
From: Hongrui Yi, Manager *H.Y*
Date: Feb 2, 2023
Subject: New Hire Welcome Event

Our department has recently recruited many new employees. To show our department's enthusiasm, we are pleased to inform you that we will be holding a welcome event for our new employees.

The welcome party will be held in Marycrest Dinning Hall on Tuesday, February 5 at 6:00 p.m. The specific schedule is as follows:

TIME	EVENT
6:00-6:30pm	Welcoming ceremony
6:30-7:00pm	Employee Representative Speech
7:00-7:30pm	Dinner
7:30-8:00pm	Icebreaking Games

You are more than welcome to attend this event. This will be a great opportunity for you to meet new colleagues in advance.

Please remember to wear your suit and tie. It will be a formal dinner and will be attended by the company's founders.

cc: Zhiqing Zhang, Department Supervisor

Hongrui Yi
Apple Inc.
267 W McMillan St
Cincinnati, OH 45219



Feb 2, 2023

Mr. Alex Wouden
Wuhan University
1232 Campus Way
Wuhan, Hubei 430051

Dear Mr. Wouden:

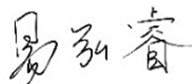
On behalf of the Software Engineering Department, I would like to welcome you to join Apple. We also congratulate you on being a top candidate in the interview process. We strongly believe that we need someone with your talent and experience, and there is no doubt that we believe you are the best choice for us to help Apple go further.

I would be happy to assist you with your onboarding. On the first day of onboarding training, you will be guided through company ID registration and bio-information entry. Next, you will be assigned a workplace location and equipment that contains the items you will need to work.

We are so excited to have you join our team. The company will hold a welcome event for new employees at Marycrest Hall on Tuesday, February 5 at 6:00 p.m. I'm looking forward to seeing you soon. Please reach out to me if you have any other questions.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to be the Chinese characters '易弘睿' (Yi Hongrui).

Hongrui Yi
Apple Inc.



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Here are the specific funds of the welcome party:

Item	Expenditure	Total
Rental Fee (2 hours)	\$800×2	€2200
Buffet Expenses	\$200	
Icebreaking Games Items (40 copies)	\$10×40	

I hereby request your approval and thank you for your patience and time.❧

Hongrui Yi[✉]
Software Engineering Department[✉]
Apple Inc.[✉]
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