Memo

To: Swan Creek Staff

From: Joseph Blackstone, Personnel Director

Date: July 28, 2016

**Re**: Adrian Sammons (new employee)

Please give a warm welcome to our newest employee, Adrian Sammons, who will be leading our Nature Conservancy office. Adrian comes to us with a wealth of experience in managing wildlife programs. His most recent assignment was with the South Florida Sea Lab, where he directed several successful grant programs and helped develop the first student-led symposium in Florida. Until his new office is renovated, Adrian will share quarters with Ms. Emily Traynom. Please join me in welcoming Adrian to Swan Creek!



Get more free templates at:

http://www.FreeTemplatesDepot.com

- Basic memos

- Memos with images

- Memos with backgrounds

- Memos with footers and headings

- Other templates (resume, flyers, invoices, etc.)

To delete this text box, right-click on it and select Cut (or Delete).

