

SIMPLE SAMPLE XHTML TEMPLATE

Circular memo sent on #date to #count recipients

TEST-BOKS

Dear all,

it is with the utmost pleasure that I can notify you that all employees receiving this notice are due an immediate 10% salary increase, payable from the 1st of this month of #month, #year.

Do not hesitate to contact me if you did not receive this memo, if you did not receive the increase or you have any other sort of doubts in the matter.

best regards,

#ceo_first_name #ceo_last_name