Skratky

* - dash

/ - slash

FYI - for your information

FYA - for your action

FYR - for your reference

ASAP - answer as fast as possible

AEAP - as early as possible

CFI - copied for information

AB - action by

AR - action required

COB - close of business

EOD - end of day

FYG - for your guidance

OoO - out of office

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