



IT Department – Strategic Memorandum

To: HR Department

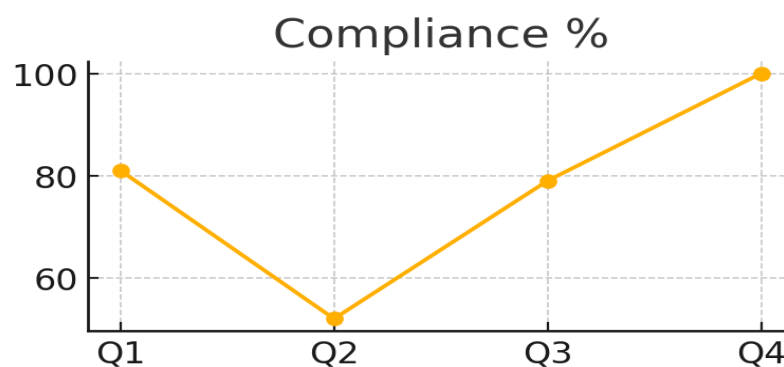
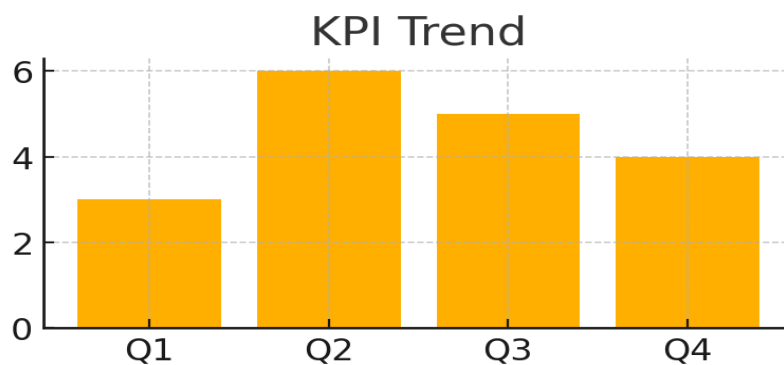
From: IT Department

Date: June 02, 2025

Subject: Cross-Functional Data Request: Quinn Walker

In alignment with corporate directive OPS-ATT-3, the IT Department is conducting a time and attendance compliance. To finalize our deliverables, we require the following information regarding Quinn Walker, currently managed by your team.

- Attendance variance sheet
- Exception-based overtime approvals



Please upload the requested materials to the secure portal by EOD Friday. Thank you for your collaboration in advancing Contoso's objectives.

Sincerely,

IT Department, Contoso Corp