



IT Department – Strategic Memorandum

To: Compliance Department

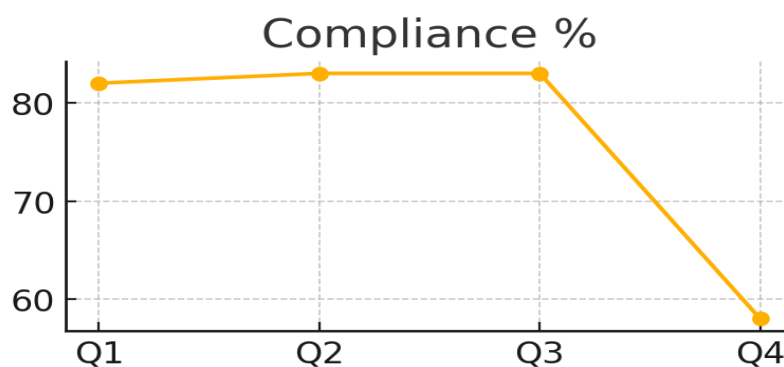
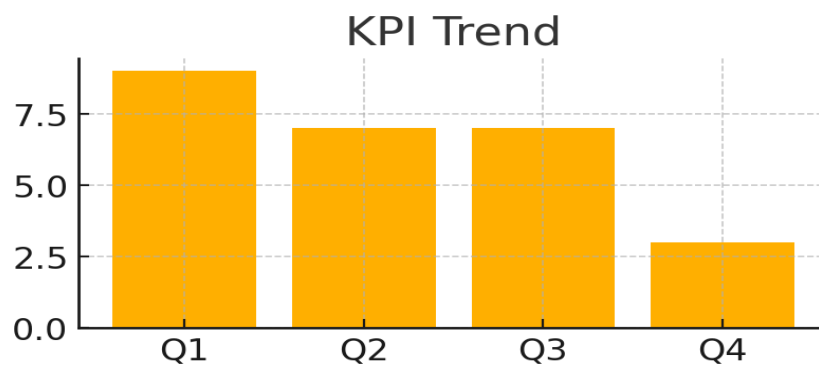
From: IT Department

Date: June 02, 2025

Subject: Cross-Functional Data Request: Quinn Jordan

In alignment with corporate directive HR-ENG-11, the IT Department is conducting a employee engagement initiative. To finalize our deliverables, we require the following information regarding Quinn Jordan, currently managed by your team.

- Engagement survey verbatims
- Mentor-mentee pairing outcomes



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