



HR Department – Strategic Memorandum

To: Finance Department

From: HR Department

Date: June 02, 2025

Subject: Cross-Functional Data Request: Taylor Jordan

In alignment with corporate directive HR-EXIT-5, the HR Department is conducting a separation protocol validation. To finalize our deliverables, we require the following information regarding Taylor Jordan, currently managed by your team.

- Asset checkout records
- Final HR clearance forms



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

Sincerely,

HR Department, Contoso Corp