Memo

To: All Employees and intern

From: Ana Lucily, Chief executive assistant

CC: HR Department

Date: 2020-3-4

Re(subject): Unwashed dishes in sink

In a week, there were some unwashed dishes and coffee mugs in the sink which is inconvenience to others who want to wash hands. So we come up with solutions now.

We will issue new rules in the name of the company, which requires everyone to wash his or her dishes and coffee mugs immediately after using them. So that we can keep the sink clean.

If you have no time to wash them immediately, you should put them on your own desk instead of putting them in the sink. This rule should be effective in March 4, 2020.

Thanks for your cooperation. A comfortable environment of our company is related to all of us.