

1. HR Policy

Topic: Leave Policy or Working Hours

Example (Text):

"All full-time employees receive 20 paid leaves per year. It is mandatory to submit leave requests through the internal portal at least 7 days in advance. For special emergency leave, you must send an email directly to the HR Head."

2. IT Guide

Topic: VPN Setup or Software Installation

Example (Text):

"To reset your VPN password, please visit '<https://www.google.com/search?q=reset.corp.com>'. If you fail after 3 attempts, your login ID will be locked for 30 minutes. To install required software such as Slack or VS Code on a new laptop, use the 'Software Center' application."

3. Company Memo

Topic: Financial Results or New Team Announcement

Example (Text):

"In Q3 (the third quarter), our sales increased by 15%, mainly due to the launch of our new product 'Project Alpha' in the Asia-Pacific (APAC) region. In the upcoming quarter, our goal is to expand our presence in the European market by launching 'Project Beta'."