**Date:**08/10/2015  
**To:** kate\_mason@scrassociates.com  
**From:** gary\_smith@scrassociates.com, thomas\_campbell@srcassociates.com, harry\_richards@scrassociates.com   
**Subject:** Welcome memo

Hi Kate,

This message is to our newly hired employees. Welcome to SCR, the consulting firm that knows IT! We are very pleased that you decided to join our team.

As an industry leader, SCR is committed to empowering its people and offering unlimited opportunity for advancement. Our philosophy is simple: we set high standards, hire the best people, and give them the tools and guidance they need to produce quality results.

We look forward to the extraordinary challenges and opportunities that the future holds. Together, we can achieve our strategic goals and provide value for our stakeholders.

Again, welcome aboard! We're glad you're here.

Gary Smith  
Thomas Campbell  
Harry Richards