**From** Sze Yan Li <szeyanli@webcor.builders.com>

**To** <employees@webcor.builders.com>

**Date** 2013/10/26 10:45

**Subject** An Important Update to the Automated Monitoring System

Dear All Employees:

Due to your efforts, Webcor Builders maintains its standing as one of the leading construction contractors in the nation. With the continuous growth of our company and new emerging technologies, we wish to improve our monitoring systems to prevent the disclosure of company information to competitors in the industry.

-you attitude buffer

-explain recent advancements in technology and need to protect company property

-how many companies do this

-announce bad news

-look at the information

we understand –emphasize with employee concerns. but. compliment/booster form company to knit company and employee together.

We appreciate your cooperation in keeping the company’s interest in mind.

Sincerely,

Sze Yan Li

Chief Information Officer