

# memo

**Company name**

**To:** Mikaela Lee  
**From:** Rene Skoko  
**CC:** Luca Udinesi, Gael Torres, Viktor Klobucar  
**Date:** 1/9/23  
**Re:** Welcome new team member

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**Comments:** Please welcome our newest team member, Mikaela Lee. Mikaela joins us from Printed Page Publishers. Complimentary snacks and beverages will be provided in the break room.

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