Memorandum

TO:

# Employee Give Program Update

We’ve reached our six month milestone for our newly created Dog Walking for Fitness & Charity Program and four Fabrikam employees have already logged over 50 miles of dog walking and earned money for the charity of their choice. If you see the following people in the hallways of your office building today, be sure to congratulate them for helping a dog, getting fit, and giving to charity!

First Name Last Name Amount

Kim Abercrombie $150

Tomasz Mieszkowski $100

Cornelius Ang $100

Michiyo Sato $50