

Memo



To: All Staff Members

Date: 6/3/2010

Re: New Hire Announcement

We are delighted to announce that John Strand is joining us as Temporary Lab Technician on 06/02/2010. Please do everything you can to make him feel welcome.

Many of you will be involved in assisting John in learning our procedures to become a productive member of our work team.

In his spare time, John likes to play soccer as a goalie, watching movies especially old comedies, and spiking his hair into a Mohawk style. He attends the Colorado School of Mines and will be returning to school as a sophomore in the fall.

Please make a point of welcoming John to our company.

