

MEMORANDUM

DATE: October 28, 2016
TO: All Employees
FROM: Denise Cameron, Director, Human Relations Department
SUBJECT: James Rich's Retirement Party

We are writing to inform you of a retirement party for James Rich from the Marketing Department.

We invite you to join us in celebrating the contribution that James has made to our company throughout the years. |

The party will be held at Golden Corral on Friday November 4, 2016 at 6 p.m. Dinner will be provided by the company.

Please RSVP to dcameron@businesscompany.net by 4 p.m. on Tuesday November 1, 2016.