Dear Staff:

Ann Thompson is joining Mediquick Products to fill our open position in customer service. Her first day is Tuesday, April 8.

Ann has worked for a number of years in customer service and we are delighted to welcome her to the Mediquick team. If you see Ann around the building, make sure you welcome her to the company. She will participate in employee onboarding activities for her first couple of weeks on the job.

Ann's new employee mentor is Mark Veja, so if you have questions or need to meet with Ann, you can talk with Mark before she starts.

Ann will work closely with the other customer service specialists. She will work in the customer service department wing. Take a moment to stop by and welcome Ann to the company.

She has a lot to share with her new coworkers as she loves cats, square dances weekly, and volunteers in a local homeless shelter. She is on the Board for our local Women's Resource Center.

Thanks for joining me in welcoming Ann to the team.

Regards,

Catherine Lee  
Department Manager

To: All Staff

Dear Staff:

I'd like to introduce James Gonzalez who is starting at Johnson's as a product specialist on May 1. John will work in the marketing department where he will report to Sherri Howell. His job responsibilities will include coordinating all marketing services for the xx product.

He'll work with the product development team on all aspects of developing the product through launching the product in the international markets.

We've hired John to carry out our new vision of how product development needs to involve making a business case and market for the product before we make a single widget. This gives us the opportunity to see what potential customers really want and need before we build products.

John has worked in the area of bringing products to market for two different employers during his career so far. He is enthusiastic and excited about our new approach that will involve him very early in the product development cycle, an approach he believes will revolutionize our sales.

John's degree is from LaSalle University where he majored in marketing and minored in business.

Join me in welcoming John. He'll work with the other product specialist, Mary Robertson, who will serve as his official mentor. You will find John in the office right next to Mary's in the marketing wing. I've attached John's picture so that you will be able to recognize and greet him.

You can reach John on extension 543 and he spends a lot of time in Skype as johngonzalez222. He's also an enthusiastic player of all sports so let him know who needs a team member.

Regards,

Jerry Lee  
Department Manager