memo 

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| Company name |

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