

Topline Manufacturing Co.

STAFF TRAINING MEMORANDUM

Date: June 20, 2025
From: Josh Reynolds
To: All Accounting Staff
Subject: Upcoming User Training

Please be informed that the user training for our new accounting software system will begin on June 25, 2025, and end on June 26, 2025, at the Conference Room 3.

The management is requesting all accounting staff to join this two-day training. If you fail to join this training, please submit an explanation letter within 24 hours.

Thank you.

Sample Memo Requesting Training

L Cohen



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