# Announcement Memo

**TO**: All Employees
**FROM**: Edgar Abong/Marketing Department
**DATE**: October 22, 2023

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**SUBJECT: Announcement of Influno's Annual Marketing Gala**

Heads up, Influno family!

The Marketing Department's energy is off the charts, and we can barely contain our enthusiasm! We're on the brink of launching our grandest event of the year: the Annual Marketing Gala. This isn't just another event; it's the embodiment of all the hard work, creativity, and innovation that we've poured into our projects throughout the year.

Here's what's in store:

- **What**: Interactive marketing showcases, networking sessions, and a lavish evening reception.
- **When**: November 15, 2023, from 9:00 AM to 10:00 PM
- **Where**: Lakeside Resort and Conference Center

Circle November 15 on your calendars and RSVP by November 1, 2023. Let's make it a day to remember, team!

# Sample Memo To Employees Program Announcement

David Baud

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