MEMORANDUM

Product Development Team

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Marketing Team

August 6, 2009

Product Results

I just received word from the marketing team that our new product is a big hit! The marketing team leader said that:

People love this new product! It has all of the features missing in previous versions. You and your team should be congratulated for your tremendous work. I know it was difficult, but the results show that your time and energy was well spent!

Here is an outline of tasks that still need to be done:

Balance budget

Hire two new people

Train people

Finalize schedule

Good work, people!