M E M O

TO: Team Members – Live, Work. Dine. Shop.

FROM: Firstname Lastname

RE: Sharing a Document

I am planning to post a copy of the promotional article to my OneDrive account so that we can collaborate on the article. Please check your e-mail for a link that I will post later today. We need to submit a final draft to our boss by next Friday, so please complete your edits before Thursday of this week so that I can review and finalize the research. Thank you very much for your help.