interoffice memorandum

to: All Employees

from: Richard Patterson, CEO

subject: Potluck Luncheon

date:

# **Potluck luncheon tomorrow!**

This is to remind you that we will be having our monthly potluck event tomorrow in the ballroom. The event will begin at 11:30 am in the ballroom and our company polka band will provide entertainment.

Hope to you all there!