

To: Employees of Wally's Widgets
From: Casey Smith, Manager of Greg's Gadgets
Date: June 20, 2013
Subject: New location!

Dear Widgets Team,

Here at Greg's Gadgets, we're so excited to have you all on board and we embark on this new adventure. When Wally first approached us about a potential merger, Greg and I couldn't wait to get on board! We've long admired the craftsmanship put into every one of Wally's products, and we can't wait to become one big Widget/Gadget family.

Since we're going to outgrow our current locations, I wanted to give everyone over at Wally's an update on our search for an office big enough to hold our team:

We've found a beautiful new location and have signed a lease!

Our new building is located at 1624 Addison Ave. in beautiful downtown Stannisburg, very close to shops and restaurants. The building is only one block from the train station and a half a mile away from a car-free bike path (great news for those two-wheeled commuters among us!). I've attached photos to this email so you can check out your new home away from home.

Debbie, our director of HR, will be emailing everyone with more information about how to get your ID badges and parking passes. Our first day of work will be July 1, and there will be an all-staff meeting at 9 am sharp. I'm excited to see everyone there!

Best,
Casey