Practice C Sample Answer Key

To: Maria.grubb@emuhsd.org

Subject: Reassigned Mailboxes

To All Staff,

As you know, we have a lot of new employees. We have reassigned the employee mailboxes to make room for all the new employees. Mailboxes are now organized alphabetically by department. Many employees will keep the same mailboxes. Please open the attachment in this email to look at an image of where your mailbox will be located. Starting next week Monday, the new mailbox assignments will start. By the end of this week, please note where your mailbox will be located starting Monday. If you have any questions, please contact your supervisor. The general office clerks will not be able to reassign mailboxes.

Thank you for your attention, Janet Smith

Human Resources, Room 104 626-258-5800 extension 8104