*interoffice memorandum*

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| to: | Calgary |
| from: | priya@imakam.com (Director of Operations) |
| subject: | Communications Office |
| date: | February 5, 2021 |
| CC: | bob@imakam.com (Manager of Marketing) |

I need all Calgary staff to start tracking their kms to and from work. We are going to be assessing the transportation costs for staff and Marketing is working on a collaboration with Calgary Transit to get a possible discount on monthly transit passes. Ugh… I hate public transit but I’m sure it will be more cost effective for everyone. If anyone needs to contact me her is work phone number (403) 234-5678.

Please submit your kms to Bob for the week of Feb 8 the following week, Thank you.