**Caneiro Group**

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| --- | --- | --- | --- |
| TO: | Rowan Murphy | FROM: | Dor Simhon |
| FAX: | (512) 555-0134 | PAGES: | 3 |
| PHONE: | (512) 555-0145 | DATE: | November 10, 2023 |
| RE: | New hire | CC: | Ji-min An |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Urgent | For review | Please comment | Please reply | Please recycle |

Comments: Please review new hire’s onboarding documents.