MEMO

To: All Employees

From: Student Name

Date: Today’s Date

Subject: Training Courses

In response to many requests, here are the names of the instructors who will be teaching the courses next week.

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| --- | --- |
| Course Name | Instructor Name |
| Word for Beginners | Marilyn Pak |
| Introduction to the Internet | Suni Patel |
| Advanced Excel | Ben Thompson |