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https://www.100test.com/kao_ti2020/150/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_150645.htm TO : All Employees
FROM : Management SUBJECT : Vacations This is to provide notice to all [name of firm] employees of our new company policy in regards to vacations. Notice of your intention to take a vacation must be given to the company no less than days prior to your vacation. This will enable us to employ temporary help , if necessary , and to schedule vacations in a manner that will not be disruptive to the company. Thank you for your cooperation. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com