



Dates to Remember

Kim Abercrombie	Jan. 2
Jenni Merrifield	Jan. 10
John Evans	Jan. 12
Erik Andersen	Jan. 19
Sebastien Motte	10 years
Michiko Osada	7 years
Scott Culp	5 years
Rachel Valdez	5 years
Heidi Steen	2 years
Oliver Lee	1 year

Upcoming Events

A great way to add useful content to your newsletter is to include a calendar of upcoming events. Events can include company-wide deadlines for projects, company holidays, Human Resources events, and social or morale events.

Company holiday	Jan 2
Benefits open enrollment	Jan 3 – Jan 31
Network upgrade (system down)	Jan 27
Main Street project: proposal due	March 1
Annual shareholder's meeting	May 17
Company holiday	May 29
Company holiday	July 4
Company picnic	July 22

OCTOBER 2005						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2005						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2005						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2006						
S	M	T	W	T	F	S
1	2	3	4	5	6	3
8	9	10	11	12	13	10
15	16	17	18	19	20	17
22	23	24	25	26	27	24
29	30	31				