



中心：_____

姓名：_____

1100705 大專院校生 英翻中短文翻譯 題目

To: All staff

From: Johnson Scott

Subject: Employee handbook

Date: July 5

Thanks to everyone who participated in the discussion with company management. Your comments about some employees being unaware of the procedures for day-to-day operations have been heard. We are now working to address the situation.

For starters, we will publish the company's standard operating procedures as soon as possible. A printed guide will be given to staff as an official reference on the performance of daily tasks. A provisional copy of this handbook will be distributed at the next meeting. Hopefully, it will help move us closer to our goal of having firmly established policies.