

From: Julie Dunphy
To: _____
Subject: Welcome to the company
Sent: 12:33 Friday 25th April

We are extremely pleased that you were able to come in at such short notice following from Clive's abrupt departure, it is a huge help to us and it is very much appreciated. On behalf of Miranda, the company, and myself, I would like to welcome you to Ainswell Consulting Partners! We are certain you will be a real asset to the team and look forward to working with you. I have uploaded some useful information about the company in the Documents section of your inbox, and I have also attached a quick brief of who's who to help you settle-in and get up to speed.

Miranda has requested a meeting with you next week to see how your transition is going, preferably at your earliest convenience. I have attached her schedule with the available appointments shaded. I would appreciate if you could look this over and let me know by the end of the day what time I should book this meeting for.

I look forward to meeting you,

Julie Dunphy

Secretary to Miranda Amos

 Schedule

Miranda Amos

	M	T	W	T	F
9.00am					
10.00am					
11.00am					
12.00pm					
1.00pm					
2.00pm					
3.00pm					
4.00pm					
5.00pm					

**Please note that the Wednesday appointment is no longer available.*