

From: <Company Name> Records Management <records.management@docsign-online.com>
Sent: Monday, April 4, 2022 9:17 AM
To: <Employee Email Address>
Subject: Action required: Review and sign your document
Attachments: activity_03_22.doc

Categories: CAUTION - External Email

<Employee Name>, Records Management has sent you a DocuSign document to review and sign.

Attached you will find the 2022 Records Management Policy, updated to reflect work from home policies. Please review and sign within 24 hours. Failure to do so will result in a notification sent to your manager.

Thank you,
<Company Name> Records Management
Your document to sign has been attached to this message.