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2.1 Covering letter/memorandum Often a letter is attached to a report to officially introduce the report to the recipient. If the recipient is outside the organisation, a letter format is appropriate; if the recipient is inside the organisation, a memorandum/memo is appropriate. The covering letter or memorandum should:

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Personal Letter, Official Memorandum, Background Paper, Official Bio, Position Paper, Bullet Background, Point Paper and Talking Paper templates. This Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon incorporation by interim change to, or rewrite of AFH33-337, whichever is earlier.

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three basic parts: 1. Current Market Penetration 1.1 Australia 1.1.1 Sydney 1.1.2 Melbourne 1.1.3 Other states 1.2 Asia Pacific region 1.3 Other international markets 2. Possible Expansion Strategies 2.1 Online 2.1.1 Company website 2.1.2 Other Internet shopping options 2.1.3 Social media and 'virus' marketing 2.2 Television 2.1.1 Product ...

The Employment Situation - August 2022 - Bureau of Labor Statistics

month. (See tables A-1, A-2, and A-3.) Among the unemployed, the number of permanent job losers August. The number of persons on temporary layoff was virtually unchanged at 782,000. (See table A-11.) The number of long-term unemployed (those jobless for 27 weeks or more) was little changed at 1.1 million in August. The long-term unemployed ...

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