

Memo

To: Ms. Jacinta Lecroix
From: Emily Price
Date: 4/7/21
Re: Number of Managers Attending Retreat

It looks like we will have 16 managers attending the retreat. I am basing this figure on the total number of managers in each department. The following table and chart show the numbers of each department.

Department	Number of Managers
Personnel	3
Finance	3
Operations	4
Information Services	4
Corporate Communications	2

