

Executive Communications
Written on behalf of Chief Executive Officer for large multinational company

TO: All Employees

VIA: Office of the CEO mailbox ID

Target: Monday, December 19, 2022

Subject: A Remarkable 2022!

Dear Colleagues,

The End.

Two simple words that are anything but simple if you believe, as I do, that there never truly is an end. Two simple words that, for many, give rise to a swell of emotions often filled with contradiction.

As I reflect on the year about to end, I, too, experience a wave of feelings. My heart aches for the colleagues who have passed, the customers we no longer service, and the risks we did not take.

But [company] has also risen to enviable heights, with achievements so numerous I cannot list them all: We have merged with companies pivotal to our growth, like [company] and [company]; expanded our team beyond 17,000 employees; enhanced and diversified our leadership bench with experts from across the globe; opened new offices and ODCs in critical markets; secured esteemed certifications; forged promising new partnerships; and demonstrated our care for people and the planet by planting 200,000 trees, supporting more than 300 students with scholarship funds, and subsidizing STEM education and digital literacy in numerous schools. For these, and so many more, I am overcome with gratitude.

These remarkable feats only happen because of each of you and the countless ways in which you show up for each other, our customers, and the world. Your diligence, commitment, and persistence form the engine that drives all the good we do and the positive impact we make today and into the future.

As you usher out 2022 in your own way, I hope your reflections are weighted with gladness more than sorrow. I wish you joyous days and festive nights with beloved friends and family. May you and yours be overcome with gratitude, may every moment be a blessing, and may this end fill you with hope for what is yet to come.

With warm regards,

[CEO]