

Memo: Planning of Secret Surprise Retirement Party

**DocTown Dog Pound
Internal Memo**

To: All Staff

From: Director Rufus Hound

Date: June 20, 2023

Subject: Planning of Surprise Retirement Party for [REDACTED]

Primary Officer: Captain John Smith

Executive Summary:

As many of you know, our [REDACTED] [REDACTED] will be retiring at the end of this month after 25 years of dedicated service to the DocTown Dog Pound. In honor of his tireless work and commitment to the well-being of our canine residents, we are planning a

surprise retirement party to celebrate his remarkable career.

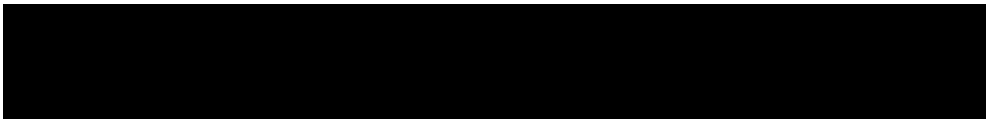
Event Details:

- **Date:** June 30, 2023
- **Time:** 5:00 PM - 8:00 PM
- **Location:** DocTown Dog Pound Conference Room

Agenda:

- 5:00 PM - 5:30 PM: Guests Arrive and Refreshments Served
 - 5:30 PM - 6:00 PM: Opening Remarks by Director Rufus Hound
 - 6:00 PM - 7:00 PM: Speeches and Presentations
 - 7:00 PM - 8:00 PM: Cake Cutting and Socializing
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Responsibilities:

- **Decorations:** Assistant Director Barkley Terrier
 - Ensure the conference room is decorated with
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- **Refreshments:** Lead Trainer Waggy Tailson
 - Arrange for a variety of snacks, drinks, and a cake with a special message for [REDACTED]
- **Invitations:** Secretary Poodle Paws
 - Send out invitations to all staff members and special guests, including [REDACTED] family and close friends.
- **Speeches and Presentations:** Detective Cat Clawz
 - Coordinate with staff members who wish to give speeches or presentations. Ensure all materials are ready for the event.

Special Instructions:

Please keep this memo confidential as we want the party to be a complete surprise for [REDACTED] if you have any questions or need assistance, do not hesitate to reach out to Captain John Smith or myself.

Conclusion:

Let us all come together to make this event a memorable and heartfelt farewell for [REDACTED] Your cooperation and participation are greatly appreciated.

Contact Information:

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