

{date}

Dear {recipient}:

Welcome to {company name}! We are excited to have you join us. Your {skills and abilities} make you an excellent fit as our new {job title}.

We may have met during the interview process, but I would like to introduce myself again. I am {your name} and I will be your {your relationship to new employee}. Feel free to reach out to me with questions in the onboarding process.

Please read our Employee Handbook, which you can access [here](#). Please also complete your onboarding paperwork, which can be accessed [here](#). Your first day of work is {date} at {time}. At this time, you will be meeting with human resources to go over any questions you have about your paperwork and to complete the onboarding process.

You will also meet with your direct manager, {name}, to discuss your daily responsibilities. If there is time, we hope to introduce you to the {department name} department. Your colleagues, {colleague's names}, are excited to welcome you in person. They will be great resources for you during the first few weeks of your new position and moving forward.

Please do not hesitate to reach out to me with any questions about your first day at {Company name}. I can be reached at {email or phone number}. We look forward to seeing you on {start date}!

Sincerely,

{your signature or name if email}

{your name}

{your position}

Welcome New Colleague Email

Liyong Dong



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Friday Email, The: 88 Tips For Aspiring Leaders Renee McGowan, 2023-10-31 Leveraging Renee McGowan's weekly emails to colleagues in Asia and the Middle East over three years that included the global pandemic this playbook showcases insights on how to stay at the top of your game With a nod to the Asian lucky number 88 tips provide bite sized advice about purpose people path and progress Each section is packed with useful examples and relatable how tos and demonstrates that you can be a successful business leader with empathy humanity and some fun [The Caring University](#) Kevin R. McClure, 2025-07 The book is a research based resource that diagnoses major problems of the higher education workplace and offers practical ideas to address them as part of a sustainable change process **Onboarding for Success** Ruben Kingswell, 2025-03-01 Imagine this you've just hired a promising new employee They're excited motivated and ready to contribute But within a few months their enthusiasm fades productivity drops and before you know it they leave What went wrong The truth is how you onboard new employees determines their long term success engagement and loyalty If you've ever wondered how to successfully onboard new employees look no further This book is your blueprint Forget outdated HR manuals or complex corporate onboarding processes this is a simple actionable and highly effective system that transforms your new hires into engaged high performing team members from day one Unlike corporate onboarding programs filled with jargon and rigid policies Onboarding for Success is straightforward easy to read and packed with real world examples No complex theories just proven strategies that work in any team setting Whether you manage a small startup a global enterprise or anything in between this book helps you create a seamless employee onboarding experience that drives long term success **HUMAN RESOURCES MANAGEMENT AND ADMINISTRATION** Gutu Kia Zimi PhD, 2025-02-25 Resource management is a series of processes and techniques used to ensure that you have all the resources needed to successfully complete a project or achieve business objectives It also aims to optimize the use of these resources by eliminating waste for more profits The mission of the Human Resources function is to ensure that the organization has the personnel necessary for its operation and that these personnel do their best to improve the performance of the organization while developing themselves Effective resource management is essential to protect support and use the company's most valuable asset to its strategic advantage Implemented correctly an optimal resource management strategy can increase efficiency improve profit margins and positively impact customer and employee satisfaction [E-Mail Etiquette](#) Samantha Miller, 2001-11-01 Miss Manners for the Internet Age People magazine's Samantha Miller delivers a highly original and valuable guide to smart and productive email usage *What Can I Take Off Your Plate?* Jill Handley, Lara Donnelly, 2024-08-28 Teacher burnout demands systemic solutions not self care Learn what leaders can do to actively reduce frustration and provide real sustaining support for all staff With teachers across the board assuming additional responsibilities stress and job dissatisfaction are more prevalent than ever Widespread staff shortages which further increase

workloads and budget directives that require everyone to do more with less continue to demotivate and erode morale It s no wonder so many teachers choose to leave the profession or that many who remain feel overworked and unappreciated The proper response from principals and other school leaders is not to encourage so called self care but rather to take a systemic approach that focuses on the factors they can control time effort and resources To increase teacher retention and alleviate the compounded effects of teacher burnout leaders need to ask less of their staff and offer them more In What Can I Take Off Your Plate veteran educators Jill Handley and Lara Donnelly detail both the immediate steps you can take to triage your staff s emotional exhaustion and the big picture structural changes you can make to reduce frustration increase motivation and support the whole teacher You ll learn useful ways to Reduce initiative fatigue Give the gift of time Support from within the classroom Foster and support a healthy work life balance Demonstrate appreciation Infuse fun in the workplace This book is for school leaders who are ready to treat burnout like the complicated challenge it is and meet it with both focused action and the lasting sustainable solutions it demands

Professional and Practical Considerations for Landscape Design

Steven L. Cantor,2020 Drawing on decades of professional practice and teaching experience Steven L Cantor s Professional and Practical Considerations for Landscape Design explains the field of landscape architecture outlining with authority how to turn drawings of designs into creative purposeful and striking landscapes and landforms in today s world This comprehensive guide consists of everything a young professional might encounter from conception through final project archiving ensuring readers have both the tools necessary to keep up with advancements in the field and the practical business knowledge to build life long partnerships Each of the book s concise chapters emphasize a specific aspect of landscape architecture practice from the administration of designs for contracts areas of practice human resources marketing construction materials sustainability and ethics Each chapter is written in a style that best suits the material Alongside detailed definitions and practical do s and don ts are 30 complex sample problems ranging in difficulty for both individuals and groups An array of original photographs and clear examples in both black and white and color articulate standards and inspire future possibilities featuring the work of Vicky Chan founder of Avoid Obvious Architects and Richard Alomar Associate Professor of Landscape Architecture at Rutgers and co founder of New York Urban Sketchers By combining the author s unique depth of knowledge with real world case studies from America Asia and Europe Professional and Practical Considerations for Landscape Design is an up to date resource for every level of reader from students in landscape architecture programs to professionals working in public or private practice engineering consulting or contracting

Discipline in the Secondary Classroom Randall S. Sprick,Jessica Sprick,Cristy Coughlin,Jacob Edwards,2021-08-04

Improve student behavior and motivation with this comprehensive resource Discipline in the Secondary Classroom A Positive Approach to Behavior Management 4th Edition is an insightful treatment of the always challenging topic of discipline in the high school classroom The newly revised edition of the book incorporates a renewed focus on classroom management plans

handling the use and misuse of electronic devices in the classroom and adapting instruction for a virtual classroom setting Discipline in the Secondary Classroom discusses other issues crucial to the successful management of secondary classrooms and include How behavior is learned Managing student work Managing the use of technology and electronic devices in the classroom Active engagement strategies for teacher directed instruction both the physical classroom and the virtual classroom Corrective strategies for misbehavior and inattention Maintaining a Cycle of Continuous Improvement to be a better teacher each year Perfect for grade 9 to 12 classroom teachers and educational administrators including principals assistant principals staff development professionals and consultants Discipline in the Secondary Classroom constitutes an indispensable resource for anyone aiming to achieve a civil safe and fair classroom environment

Hooking Students into Learning Patricia Hipwell, 2018-07-20 Best selling author of the How to write what you want to say series Patricia Hipwell has completed her magnum opus which will benefit all teachers from Year 4 Year 12 This book has been written to provide teachers with ways of hooking students into learning at the start of each and every lesson It contains almost 300 ways of doing this The book is designed to be used by teachers in all curriculum areas from Year 4 upwards It contains a plethora of ideas that can be adapted to any curriculum area In the book the term relevant or subject specific content is used a great deal This is because skills are always best developed in the context of use with content that is relevant to current areas of study There is little point for example in asking students to do an activity that develops their sentence writing skills using information on Ancient Greece when they are currently studying the Black Death The symbiotic relationship between content and skills means that teachers often have to develop their own resources because this enables them to focus on the skills using relevant and current content Various referred to as anticipatory sets warm ups lesson starters or hooks the activities in this book are excellent ways to switch students on to their learning In this book the activities will be referred to as lesson starters Their purposes include moving key facts and figures from short term to long term memory activating prior knowledge about a topic where prior knowledge exists awakening interest in the topic of the lesson checking for understanding improving a variety of skills developing learning strategies improving vocabulary developing collaborative learning strategies Most of these activities are designed to take between five and ten minutes at the start of the lesson Students may take longer until they become familiar with them especially if the activities are different from current learning activities Many of the activities will work best if students work in pairs or small groups Some activities can generate noise and therefore be unsettling so teachers will need to be mindful of this when choosing a particular activity They may prefer to do the activity at the end rather than the start of a lesson In this case the purpose of the activity is to consolidate the learning of the lesson The focus of many of the activities is to increase the amount of reading and writing we require students to do Also students need to develop their vocabulary in all areas of the curriculum and many of the activities have been developed with this in mind

The WEALTHTECH Book Susanne Chishti, Thomas Puschmann, 2018-04-19 Get a handle on disruption

innovation and opportunity in investment technology The digital evolution is enabling the creation of sophisticated software solutions that make money management more accessible affordable and eponymous Full automation is attractive to investors at an early stage of wealth accumulation but hybrid models are of interest to investors who control larger amounts of wealth particularly those who have enough wealth to be able to efficiently diversify their holdings Investors can now outperform their benchmarks more easily using the latest tech tools The WEALTHTECH Book is the only comprehensive guide of its kind to the disruption innovation and opportunity in technology in the investment management sector It is an invaluable source of information for entrepreneurs innovators investors insurers analysts and consultants working in or interested in investing in this space Explains how the wealth management sector is being affected by competition from low cost robo advisors Explores technology and start up company disruption and how to delight customers while managing their assets Explains how to achieve better returns using the latest fintech innovation Includes inspirational success stories and new business models Details overall market dynamics The WealthTech Book is essential reading for investment and fund managers asset allocators family offices hedge venture capital and private equity funds and entrepreneurs and start ups

The University of Michigan Library Newsletter ,1998 *Normalize Great Service - The 5-Week Plan* Cristina Dragan,2024-05-14 Normalize Great Service The 5 Week Plan is a detailed practical guide inspired by 5 hospitality best practices for entrepreneurs and small business owners to better serve their employees and customers It leads with the vision that great quality service should be normalized making it possible to have attentive and professional interactions across all customer facing businesses regardless of their scale and level of luxury or simplicity Along with a structured and practical approach to change allocating the necessary importance to the follow up steps as well reinforcement and celebration the guide includes Self audits to assess the current state of your employee engagement or customer satisfaction A Facilitator Guide to help you streamline the training A Participant Workbook to serve as the foundation for your team members training An abundance of examples to inspire you based on a practical study case Useful exercises and templates to support your team s efforts So Take What You Need and Join the Movement to Normalize Great Service If you are a small business owner in the customer facing service industry a servicepreneur then you are the leader everything will reflect your actions and decisions So TAKE WHAT YOU and your team NEED to exceed those expectations Appreciate and celebrate more listen to the emotional and physical voice of your employees to better care for them and listen to the needs and wishes of your customers to guide your service If you are a freelancer or a solopreneur you are a one wo man show being at the same time the business the employee the brand and the values TAKE WHAT YOU NEED to shape your skills and create experiences rather than provide services Answer that call write that email connect in that meeting and deliver that project at its best level Select the gestures words tools and mentalities that add value to your work If you are a service professional I admire your dedication to self development TAKE WHAT YOU NEED to upgrade your many talents become even more valuable on the market and declare yourself an

experienced curator because that's what you are. If you are a customer and all of us are customers, daily respect yourself by not accepting service below expectations and appreciate the service employees' continuous effort to create experiences. TAKE WHAT YOU NEED, know what you deserve and don't settle for less. *Closing the Gap* Leanne Mair, 2023-11-09. A clear and accessible framework to accelerate your organization's gender diversity equity and inclusion efforts in relation to the career development of Black women. Why are gender equality initiatives not helping all women equally? Why does there continue to be a lack of Black women in senior management and leadership? How can the mindsets and strategies of companies whose approach is to focus on gender first and only then to look at race be changed to become more intersectional and inclusive? *Closing the Gap* serves to contextualize how companies unintentionally position Black women in situations where they cannot thrive or reach their full potential. It also shines a light on some of the subversive behaviours which further create tension in employer-employee relations such as the absence of a process to highlight issues without repercussions, whether overt or subtle. This exacerbates the one thing most companies are trying to prevent: Black women resigning, taking their unique skillset and experience with them. There hasn't been an explicit guide to understanding these invisible barriers and exactly how they can be recognised, understood and overcome until now. In *Closing the Gap*, gender equity leader Leanne Mair focusses on how companies can accelerate their gender diversity equity and inclusion efforts by identifying the blind spots that can often prevent Black women from reaching their full potential in the workplace. It provides a practical and accessible framework detailing the current landscape, highlighting the key challenges and remedies, and bringing organisations closer to their goals of an inclusive and equitable culture. [Business Partner A2+ ebook Online Access Code](#) Margaret O'Keeffe, Michael O'Keeffe, Mr Lewis Lansford, Ms Ros Wright, Mark Powell, Ms Lizzie Wright, 2019-09-25. [The Microsoft AI Human Resources Handbook](#) Ana Inés Urrutia de Souza, 2025-09-30. The world of HR is rapidly transforming and Microsoft technologies are leading the charge. This book equips both HR professionals and IT specialists with a comprehensive guide to implementing and utilizing the Microsoft HR tech stack. We'll delve into the core solution Dynamics 365 Human Resources, exploring its capabilities and how to leverage it with Copilot. The book goes beyond Dynamics 365, exploring the powerful tools within the Microsoft 365 suite: Power Platform apps, bots, reports, and automations; Microsoft Teams for seamless collaboration; and Viva Learning for fostering a culture of continuous learning. Additionally, we'll touch upon the strategic integration of LinkedIn for talent sourcing and employer branding. What Readers Will Learn: HR Professionals: HR Solution Architecture: Understand the core components of the Microsoft HR tech stack and how they work together to support HR processes. Implementation Strategies: Learn best practices for implementing Microsoft HR solutions, including configuration, data migration, and user adoption strategies. In-Depth Knowledge of Specific Products: Gain expertise in utilizing Dynamics 365 Human Resources for talent management, performance management, and more. Leveraging Power Platform: Develop basic skills in building automated workflows, reports, and dashboards within Power Platform to enhance HR processes. Optimizing

Communication Collaboration Learn how to leverage Microsoft Teams and Viva Learning to foster a more engaged and connected workforce Strategic Use of LinkedIn Understand how to integrate LinkedIn with Microsoft HR solutions for effective talent sourcing and employer branding IT Professionals Implementation Management Learn how to install configure and manage Microsoft HR solutions including security and access controls System Integration Gain skills in integrating Microsoft HR solutions with existing HRIS systems and other enterprise applications Data Management Security Understand best practices for data security governance and compliance within the Microsoft HR tech stack Supporting HR Professionals Gain insights into HR workflows and how to effectively support HR users in utilizing the solutions Customization Automation Learn how to customize Microsoft HR solutions using Power Platform to meet specific organizational needs **Heart, Hope**

& Honesty Craig de Fassel, Scott de Fassel, 2021-04-13 The book doesn't reference abstract studies or bore you with statistics and has three parts The first section Heart focuses on inspiring stories of DSPs and the wonderful outcomes they achieve working with people with IDD The second part Hope provides details of our DSP Magnet program and step by step actions providers can apply now with existing resources The third section Honesty looks at longer term options for providers that do not rely on more government funding What others are saying Craig and Scott have cracked the code They do it through a masterful use of storytelling teaching and sharing real world results There are no magic answers but Heart Hope Honesty shows you a smart new path to recruit retain and build a culture that will transform your organization and the lives of those you support John Dickerson CEO Quillo spent 42 years with The Arc Provider friends please order the book today I read it cover to cover and it's just spot on James W Steele Executive Director Ohio Valley Residential Services I loved the book The stories about DSPs and people we support are great and there's nothing like this out there You have provided legitimacy to an aspect of our field that has been so overlooked so thank you thank you I can't wait to hold a finished copy Anna Jeffries Public Information Officer Licking County Board of DD **Identity in Supervision** Roger 'Mitch'

Nasser, 2023-06-01 This book will discuss the intersection of personal identity professional identity and positionality with supervision techniques The structure of the text will outline historical contexts to supervision development of models connection to identity and impact of position while providing a framework for self reflection Various populations including new professionals middle managers senior administrators faculty and graduate students will connect to the themes of the text Readers will benefit from self reflection review and understanding Identity in Supervision Understanding Who Works for You and Who You Work for in Higher Education will introduce faculty staff administrators and graduate students in higher education to the intersection of identity and positionality to the supervision experience Specifically this publication centers on understanding the people behind the positions and how best to support them The text is constructed in four sections Section 1 Understanding Supervision in Higher Education contains chapters which provide an overview of supervision This overview is essential as later chapters examine specific populations and positions Section 2 The Impact of Identity on

Supervision in Higher Education includes chapters which ask readers to reflect on how their own identities impact their supervision experience and the experience of their colleagues Section 3 The Impact of Professional Experience on supervision reviews the specific needs of professionals at different experience levels Readers will improve their understanding of both those they supervise and their supervisors Finally Section 4 The Impact of Functional Area on Supervision contains chapters reviewing the specific needs of professionals in positions in residence life academic advising judicial affairs etc Supervisors will find this section useful in understanding and supporting these professionals Each chapter will conclude with two or three reflection questions supporting application As a result of engaging with this text readers will be better equipped to understand the impact of identity experience and functional area on supervision They will learn techniques to improve their current practice reflect on their own needs and combine ideas from chapters to provide a better experience for all employees

ENDORSEMENTS Higher education and student affairs professionals deserve skilled supervisors Our organizations rely on excellence from professionals and yet the preparation of supervisors has been sorely lacking in this field Roger Mitch Nasser and the contributors of this text weave together a compelling set of resources and insights that help supervisors and those who report to them to think through how to best build a good relationship This text can and should be used by professionals at all levels to inform our practice This resource balances theory practice story and inspiration to progress the field into a new way of honoring the identities that inform the critical relationship between staff and supervisor Molly A Schaller Saint Louis University Believe me this book from the intro on was the truth I wish I had this before I started supervising This book is a tool for all of us Jerome Holland Jr Regis University Dr Nasser has gathered a thoughtful mix of quality emerging and seasoned professionals practitioners and scholars as well as authors representing a myriad of social identities and functional areas who offer deep insights into one of the most important competencies in higher education practice This will be the one book I use to teach about supervision Tracy Davis Western Illinois University This book is long overdue I only wish I had it sooner From the sharing of personal narrative to the deep review of theories on supervision this book brings the perfect blend of theory and practice to the forefront of our work It is a must have on your shelf for reference and use Laura L Arroyo University of Colorado Boulder

Unshackled Aaron Scott Young, Robert Indries, 2024-07-09 Unshackled dives into the insights of two business magnates unlocking the secrets to building a self sustaining empire Aaron and Robert are two normal individuals with average IQs and humble beginnings who both managed to build self sustaining business empires They have rendered outstanding service to clients provided excellent employment opportunities for hundreds of people and amassed fortunes for themselves Over the decades they have gathered wisdom from the most successful business owners that ever lived By implementing thousands of different strategies across all areas of business and learning from countless mistakes they have refined a precise framework detailing what a business needs to have in place to reach its highest potential Unshackled outlines this proprietary framework a formula they have used time

and again to build businesses that have generated over a billion dollars and counting Written in a practical way Unshackled simplifies the fundamentals of business making it attainable to start implementing its principles right away Dr John G Hibben former President of Princeton University once said Education is the ability to meet life s situations With clear answers to common problems and a plethora of real world examples Unshackled is a field guide to help both established and aspiring leaders navigate the everyday challenges of running a sustainable business **Elon Musk** Darryl Cunningham,2025-10-21 An unvarnished critical graphic biography of the tech innovator and former presidential confidant by the author illustrator of Putin s Russia The Rise of a Dictator and Billionaires The Lives of the Rich and Powerful Darryl Cunningham s new graphic biography of Elon Musk is a riveting deep dive into the audacious mind and tumultuous journey of the world s richest man Using his signature pictographic style clean lines vivid colors and lean panel compositions Cunningham peels back the layers of myth around Musk to deliver a timely portrait that is provocative and informative Spanning several generations the book traces Musk s journey from his family roots in South Africa and his grandfather s role in the Technocracy Movement to his current position at the apex of tech power and far right politics From Musk s early education and influences the creation of PayPal and the meteoric rise of Tesla and SpaceX thanks to millions in government handouts to his ascension as a dark MAGA influencer and kingmaker Elon Musk American Oligarch captures the tension tumult and chaos in which oligarchs thrive today Cunningham s award winning clarity and style sparkle as he presents freewheeling financial and engineering concepts used by startups and tech companies This fast paced biography reveals the complex interactions of visionary ideas relentless drive and unyielding ambition Elon Musk American Oligarch offers a fresh unvarnished look at Musk s rise aggressive leadership style and appetite for risk taking that have propelled him into a unique position as an unelected private business owner with unprecedented access to political power Praise for Billionaires by Darryl Cunningham Extensively researched a good choice for students interested in economics and public policy School Library Journal [Human Resources for the Non-HR Manager](#) Carol T. Kulik,Elissa L. Perry,2023-05-02 Human Resources for the Non HR Manager gives every manager regardless of their functional role access to cutting edge research and evidence based recommendations so they can approach their people management responsibilities with confidence Day to day people management is increasingly the responsibility of front line managers not HR professionals But managers are often poorly prepared for these responsibilities they receive little training and sometimes have little interest in HR People management is never easy and it is particularly challenging in COVID 19 s next normal workplace where managers must engage diverse employees across a wide range of working arrangements This book focuses on the special relationship that line managers have with their employees and describes managers responsibilities across the entire employee lifecycle from front end recruiting and hiring through to long term retention The content is grounded in rigorous academic research but the book s conversational tone conveys basic principles without technical jargon Each chapter includes Manager s Checkpoints to help

readers apply the material to their own workplace and Manager's Knots that address gray areas inherent in people management. The book is designed for any reader currently working as a line manager or aspiring to a managerial role who wants to improve their people management skills. Combined with a complete instructor package, the book provides different types of activities to accompany each chapter. Some Assembly Required: In the News and Undercover Manager. The activities can be found in the Instructor Resources Download Hub and are designed to align with student cohorts with varying levels of experience.

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Table of Contents Welcome New Colleague Email

1. Understanding the eBook Welcome New Colleague Email
 - The Rise of Digital Reading Welcome New Colleague Email
 - Advantages of eBooks Over Traditional Books
2. Identifying Welcome New Colleague Email
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Welcome New Colleague Email
 - User-Friendly Interface
4. Exploring eBook Recommendations from Welcome New Colleague Email
 - Personalized Recommendations
 - Welcome New Colleague Email User Reviews and Ratings
 - Welcome New Colleague Email and Bestseller Lists

5. Accessing Welcome New Colleague Email Free and Paid eBooks
 - Welcome New Colleague Email Public Domain eBooks
 - Welcome New Colleague Email eBook Subscription Services
 - Welcome New Colleague Email Budget-Friendly Options
6. Navigating Welcome New Colleague Email eBook Formats
 - ePub, PDF, MOBI, and More
 - Welcome New Colleague Email Compatibility with Devices
 - Welcome New Colleague Email Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Welcome New Colleague Email
 - Highlighting and Note-Taking Welcome New Colleague Email
 - Interactive Elements Welcome New Colleague Email
8. Staying Engaged with Welcome New Colleague Email
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Welcome New Colleague Email
9. Balancing eBooks and Physical Books Welcome New Colleague Email
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Welcome New Colleague Email
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Welcome New Colleague Email
 - Setting Reading Goals Welcome New Colleague Email
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Welcome New Colleague Email
 - Fact-Checking eBook Content of Welcome New Colleague Email
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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