

From: Ryo Nakano  
To: Eva Cruz  
Subject: Equipment for Jun Iida

Hi Eva,

As you may know, our team will be joined by a new member, Jun Iida, who is scheduled to report for his first day on October 2.

Could you arrange for someone to set up a computer for him, connect it to the network, install necessary software, obtain an ID card, and anything else that needs to be done to make sure he can get down to business right away?

I have been assigned to assist him with the transition, so please contact me if there's anything that needs to be confirmed or processed.

Thanks in advance.

Ryo