

Company Name Company Location or Division Name

Issue xx Week xx

DATE

Newsletter

Hello everyone, *(add comments about the charts or general information)*

All our operations are expected to follow established quality; safety; 5S and visual management techniques. Simple is better! Your ideas and support are welcome!

Together we will deliver on our Vision: *(enter your company vision statement)*

Keep up the good work and work together! Remember **"Excellence is being timely and accurate!"**

(Signature)

