

Safe

or

Report

Test



To: You
From:

Test

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or

Report

Job Opportunity Inquiry | Advertising



To: You

From: laura.reynolds@marketingexpertsco.com

Hi Sam,

I'm recruiting a marketing and advertisements manager for a company called Artistic Marketing in West London.

Having received your details from a mutual friend (Owen S) I thought you might be interested to hear more about the opportunity? Link to the job advert: <https://www.marketingexpertsco.com/job/marketing-manager-2737.htm> If you're interested, I'd be happy to give you a call to discuss at a convenient time.

Best regards, Laura Reynolds

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Report

Industry Focus – Advertisement and Marketing Podcast



To: You

From: alex.turner3@industryfocuspod.com

Hi,

I work for the magazine Industry Focus, we run a podcast about current trends in the marketing industry. We are looking for an expert to come on and speak about creating innovative creative elements in this space.

Is this something you or anyone from your team would be interested in doing? Let me know if so, and we can sort out the details.

Kind regards,
Alex

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Report

Quick Approval Required – Project 44 Update



To: You

From: Whitman.S@creativeads.co.uk

Hi Sam,

We need your quick approval on an update made to project 44. You should find the sign off document in the shared drive under proj44.

Any issues, let me know.

Best, Whitman

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Report

Meeting Agenda - Your Input Requested



To: You

From: alysha4@creativeads.co.uk



standup-agenda-q3.docx

Hi,

I hope this email finds you well. I'm working on the agenda for the quarterly standup and would appreciate your input. Please see agenda attached, we would really appreciate your opinion.

Thanks,
Alysha

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Report

Financial Report Query



To: You

From: A.Sinclair@creativeads.co.uk

Hi Sam,

I hope you're well. We urgently require the latest financial report for the upcoming board meeting. Do you know where on the shared drive this is saved? Thanks.

Best regards,
Andrew

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Report

Happy New Year



To: Creative Ads Employees

From: newsletter@creativeads.co.uk

Dear all,

A very happy new year from Creative Ads. We trust you have had a pleasant Christmas and are enjoying your new year celebrations. Together we have achieved some amazing things. We have recorded a quick something – do check it out! <https://www.youtube.com/watch?v=4HCjsYO62FI>

Kind regards,
Stuart

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Report

Damaged Box SALE



To: You

From: noreply@bulkofficestationary.co.uk

Hello,

We know you're busy so we won't take up much of your time, but if you have a minute, we'd love to highlight to you our damaged box sale, taking place at our online store over the next three weeks. See more at www.bulkofficestationary.co.uk/shop/damaged-box-sale/c2179?-goal=07ec16ec1b8-f8

Best Wishes,
Bulk Office Stationary Sales

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Report

Thank You & Request



To: You

From: Sam.J@creativeads.co.uk

Hey, thanks for sending the report over so promptly, it's much appreciated.

I wondered, do you fancy going for a drink sometime? Totally fine if not, just let me know 😊

Warm regards,
Sam

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Report

Advertising Consultancy Query



To: You

From: feedback@industryinsights.org

Hi Sam,

I hope you are doing well. My name is Jake, I work with the communications team for Industry Insights - we're a startup based in Cambridge. I was handed your email from a colleague you may know - Stuart Westcake? We're looking to collaborate with a team specialising in advertising on an upcoming project, does this sound of any interest to you?

Kind regards, Jake

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Report

Employee Assistance and Benefits Platform



To: You

From: humanresources@creativeads.co.uk

We are delighted to confirm that our new Employee Assistance and Benefits platform goes live today and is ready for you to use. As a reminder, the platform is a perks platform that gives you access to a range of online resources to support your mental, physical, social, and financial wellbeing.

Today you will receive an email with your unique invitation code directly from the platform provider, Kronus Health, with a link to join via the website.

Kind regards,
Lynne

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Report

Positive Project Feedback



To: You

From: stuart.l@creativeads.co.uk

Hi all,

I just wanted to drop you all a line to say a big well done and congratulations for completing the Optimum project. I've heard some really positive things from the folks at Optimum so just wanted to pass this on. Drinks on me this weekend?

Kind regards,
Stuart

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Report

Employee Survey - Win Prizes!



To: Creative Ads Employees

From: HR@creativeads.co.uk

Hi all,

We're conducting an employee feedback and satisfaction survey. The survey takes 1-2 minutes to complete, and you will be entered into a prize draw to win a cash prize. Share your Creative Ads experiences below:

www.forms.office.com/Pages/ResponsePage.aspx?id=ldwadiADAld3dD3ADvHFad

Your feedback is valuable to us!

Regards,

Darcy, Creative Ads

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Report

Join Creative Ads on Kronus Health



To: You

From: notifications@kronushealth.com

You've been invited to Kronus Health!

Creative Ads has given your access to Kronus Health. Here's what you need to get started:

1. Download the app (<https://play.google.com/store/apps/details?id=ldaW2>)
2. Then enter your unique invite code: creatl249Ad3sb
3. Complete the sign up form and you're ready to start enjoying Kronus Health!

If you wish to stop receiving these emails, please contact your Kronus Health administrator.

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Report

Project 23 Marketing Plan Review



To: You

From: Ethan.D@creativeads.co.uk



project23-marketing-plan-v2.docx

Hi,

I need your assistance in reviewing the marketing plan for project 23. I have made some comments for your review. The deadline for this is approaching so would appreciate your prompt feedback.

Any questions, let me know.

Best wishes,
Ethan

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Report

Email Access Issues



To: You

From: footballcaleb@gmail.com

Hiya,

I trust this message finds you well. I urgently need your assistance in reviewing a confidential document. Unfortunately, due to technical issues, I am unable to access our company system. Would you be able to ask IT to take a look when they have a chance? I can't remember the IT email address!

Thanks in advance,
Caleb

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Report

Confidential Project Update - Access Request



To: You

From: David.S@creativeads.co.uk

Hi,

I hope this email finds you well. I'm currently working on a confidential project update, and I need your help. For some reason, there seems to be an issue with the company server and I don't have access to the Urmust project files. Could you please login to the projects server and grant me access? As soon as you can if possible!

Best regards,
David

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Report

Urgent HR Document - Verification Required



To: You

From: HR@creativeads.co.uk



Creative Ads Terms and Conditions 2024.pdf

I trust you are having a productive day. We've recently updated our policies for visitors, and as a company visitor supervisor we need your confirmation for the changes to take effect.

Kindly date and sign terms and conditions and return by end of week by replying to this email.

Your attention to this matter is greatly appreciated.

Alice, Creative Ads

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Report

Employee Benefits Enrolment - Action Required



To: You

From: benefits@creativeads.co.uk

Dear Creative Ads Employee,

I hope this email finds you well. We are in the process of updating our employee benefits system, and we need your assistance to ensure accurate information. Please login to the benefits system and check your personal details below. We kindly request that you update your details by the end of the week.

www.perkcase.com/orgs/creativeads?id=i3Ds4dDiUnXaE

Warm regards,
Creative Ads Benefits Coordination

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Report

IT Services Notification: Updated Security Policy



To: Creative Ads Employees

From: it_announcements@creativeads.co.uk



Creative_Ads_Phishing_Policy_2024.pdf

Dear all,

The company has been subject to a number of cyber security attacks over the years, and it is down to the staff and their vigilance that keeps the organisation safe. Our company has recently updated its policies to enhance security measures. To ensure everyone is informed, please read the attached PDF detailing these updates.

Best regards,
IT Services

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Report

Creative Ads Password Change



To: You

From: it_announcements@creativeads.co.uk

Hi all,

Every year we request that employees update their password in an effort to keep yourself and Creative Ads digitally secure. In three weeks from this email, your password will expire. We kindly ask you to update your password before then, at your earliest convenience.

If you have any questions, please get in touch.

Best regards, IT Services

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Report

Upcoming Team Building Event - Save the Date



To: You

From: events@creativeads.co.uk

Hi all,

We're excited to announce an upcoming team-building event. Save the date and click the link below to preview the event details: <https://tinyurl.com/l3d2qef>

Your participation is encouraged for a successful team-building experience. We're looking forward to seeing you there.

Best, Owen

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Report

Important: Software Update Notification



To: You

From: it_announcements@creativeads.co.uk

Hi Sam,

Our IT department has scheduled a routine software update for your workstation. The update will be automatically applied within the next 24 hours. Please email us and let us know if this works for you. If not, we may be able to reschedule for a more convenient time.

If you encounter any issues post-update, please contact our IT support team at it_helpdesk@creativeads.co.uk.

Regards, Creative Ads IT Department

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Report

New Company Newsletter - Stay Informed



To: Creative Ads Employees

From: newsletter@creativeads.co.uk



Creative Ads Newsletter 231.pdf

Hi all,

Exciting news! Our monthly company newsletter is now available for your review. View the newsletter attached to access the latest updates, announcements, and employee highlights.

We hope you enjoy the read and stay informed about what's happening in our company.

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Report

Exclusive Company Webinar - Save Your Seat!



To: Creative Ads Employees

From: events@creativeads.co.uk

Hi,

We're thrilled to invite you to an exclusive company webinar featuring industry experts and exciting announcements. Click the link below to reserve your seat and gain insights into the future of our industry: www.creativeads.co.uk/events/industry/webinars

Space is limited, so be sure to secure your spot today!
Creative Ads Events Team

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Report

Industry Summit Participation - Company Delegation



To: Creative Ads Employees

From: events@creativeads.co.uk

Hi all,

We're excited to announce that our company will be represented at the upcoming Annual International Advertisers Conference. Click the link below to view the agenda and learn more about our participation: <https://www.aintlaconf.org>

Your support and interest in our industry involvement are greatly appreciated.
Regards, Creative Ads Events Team

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Report

Important – Project Delay



To: You

From: Charles.F@creativeads.co.uk



proj_4832_revisions.pdf

Hi Sam,

Unfortunately we've had some changes from the customer in what they're looking for so there's been a delay in the completion in the project. This has negatively impacted our timeline by an estimated 2-3 weeks. I've put together the revisions we've had through.

Apologies to be the bearer of bad news,
Charles

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Report

IT System Downtime - Incident Report



To: You

From: it_announcements@creativeads.co.uk

We regret to inform you that we are currently experiencing an unexpected IT system downtime. Our technical team is actively working to resolve the issue. We appreciate your patience during this time.

For more details and real-time updates, please click the link below: www.creativeads.co.uk/log/post/34728392

We apologize for any inconvenience caused.

Regards,
Creative Ads IT Services

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Report

Incident Report: Network Storage Breach



To: Creative Ads Employees

From: it_announcements@creativeads.co.uk

We regret to inform you that over the weekend we experienced a data security breach of our network file storage. Our IT security team is investigating the incident, and we are taking immediate steps to address the situation.

This unfortunately means that the network storage will be inaccessible over the next few days at least. For more information, please read our blog post addressing the issue. www.creativeads.co.uk/blog/post/3472812

We apologize for any inconvenience caused.
Regards, Creative Ads IT Services

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Report

Building Access Card



To: You

From: security@creativeads.co.uk

Hi Sam,

Last night we had an alert of your access card being used to access the building at 21:32. The card was denied access, but we've seen some suspicious activity on the CCTV. Can you please come and see us as soon as possible?

Kind regards,
Marvin, Security @ Creative Ads

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or

Report

Cafe Payment Issue



To: You

From: security@creativeads.co.uk

Hi Sam,

Apologies for the email, but your card was declined earlier today at the ground floor cafe, and we didn't catch you in time before you left. Can you please make your way down at lunch to sort? Thanks.

Kind regards,
Marvin, Security @ Creative Ads

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Report



07700 900456

I've just walked past your desk and seen your password on a sticky-note stuck to your screen. Please don't do this! It is important to keep you password secret.

Thanks, Colm (IT)

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or

Report



07700 900856

Hello, we've just run an update on some of our internal payroll systems. We would be grateful if you could log in and confirm some of your personal details to ensure timely payment.

Should be accessible through the HR portal.
Thanks, Rob (HR, Creative Ads)

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Report



07700 909756

We're trying to organise some after-work events for our new colleagues to get to know us, do you have any good ideas? Rob's made a questionnaire for suggestions if you've got time. www.forms.office.com/Pages/ResponsePage.aspx?id=hJsd304jlanei-al0A

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Report



07700 965237

Hi, we've just had a package for you at the front desk. Please come and pick it up by end of day if you can. Thanks, Connie (reception)

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Report



07700 906847

Hi Sam, we urgently need your signature on some paperwork by end of day. Email should be with you containing full details. If you're not available please let us know asap.

Thanks, Connie (HR)

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Report



07700 906241

Hi,

Your new payslip from Creative Ads Ltd is ready to view. To view your document, log into the HR portal.

Kind regards, Creative Ads R

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Report



07700 906477

Hi Sam, I'm currently dealing with an urgent personal matter. Need you to hop onto our client meeting on my behalf if you can? It's in 5 mins, calendar invite has been sent.

Thanks, Charlie (c ads)

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Report



07700 906474

Hey mate, I've just come across a good development opportunity that I think you'd be suited to. I would email it, but am stuck in a meeting. www.personalgrowthinc.org/courses/26539313

Regards, Noah.

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Report



07700 906699

Hi Sam, hope you're well. I just wanted to say a big thanks and well done for your work on the project. I've been told there were many late nights involved!

Regards, Sinclair

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Report



07700 909693

Hiya, we're heading out for drinks after work, we'd love to have you join us. There's about ten of us from the office coming. let us know if you're up for it.

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Report



Creative Ads

"Hi, this is Colm from HR. We've just had a suspicious email from your account asking to confirm some personal information. Can you give me a call back as soon as you can?"

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Report



Private Number

"Hi, my name's Stephen. I'm a recruiter for Media Ads Recruitment Agency, we got your number from your CV and saw that you were open to work. Do you have a few minutes? Thanks "

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Incoming Call!



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or

Report

 07700 991354 (Voicemail)

"Hi, it's James from Creative Ads finance, we met last week at drinks. I've found a couple issues with your most recent expense claim and thought I'd give you a ring to double check some details rather than start an email chain. Give me a ring back if you can mate."

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Incoming Call!



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or

Report

 07700 900456 (Voicemail)

"Hiya, this is Alex. I'm the regional manager for East England at Creative Ads. Erm- we've been contacted by HMRC regarding discrepancies in your department's quarterly figures. I would email, but keen to keep this off the books for now. Can you give me a call back asap? Thanks "

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or **Report**



Creative Ads

*"Hi Sam, this is Stephen from reception. I've got a Mark Andrews here to see you, if you're able to come down and pick him up?
Thanks"*

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Incoming Call!



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Report

 07700 983759 (Voicemail)

"Hi Sam, it's Mark, Adam's project manager. We're -erm- facing some unexpected budget adjustments. Can you call me urgently at 07700 983759 to chat? Will swing by the office later today as well. Thanks."

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Report



07700 971834

"Hi mate, this is Dan. We're all going out for some drinks tonight, you up for it? There should be a few of us, we're only going round the corner for a couple beers..."

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Report

 Creative Ads Conference Room A

"Hello, it's Andrew Sinclair, from Creative Ads. I'm currently in a meeting, and I urgently need access to some earning figures from last quarter. Can you hop onto our call? I'll send you an invite. "

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Creative Ads

*"Hi Sam, we've just had a parcel for you at the front desk – they're asking for your signature. Are you able to come down to reception to sign?
Thanks"*

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Report

 Colin B

"Hi mate, I've left my pass at home. Is there any chance you're able to come down and let me in? I'm currently at the carpark entrance. Sorry!"

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