Name: Date:

*In the UK there are a wide range of different religions that both employers and employees may need to have some understanding of and how they may occasionally affect the workplace. Employers are under no legal obligation to grant a religious-based request for time off. However, it is not only good practice to accommodate as many of these requests as can be balanced against the requirements of running a business, but it is also important to ensure that such requests are handled in a tactful and consistent manner.*

*This mail merge activity is a workplace memo where employees have been granted a Yes or a No to attend their faiths religious event.*

1. Use the Memo and Employees text documents to create a mail merge.
2. Send the Memo to those who are a “NO” to attending the event.
3. Produce a screenshot of the unmerged fields below.
4. Check for any errors.
5. Insert your company logo (imagining that this memo is something that would get set out in your workplace).
6. Paste a screenshot of all merged recipients below.