

# Newsletter

FSL send quarterly and yearly newsletter.

**Step 1-- In the beginning of April, July, October and Decemeber open a newsletter draft in MS Word.**

**Step 2 – Check with FSL manager on the suggested topics to cover.**

- For quarterly, priorities 3-5 topics to cover
- For yearly, summarize highlight and key achievement in the whole year.

**Step 3 – Email topic owners, asking for help on draft content.**

FSL 2026 Q1 Newsletter 

 **Li, Qiaosi (Joice)** <joice.li@syensqo.com> M  
to Edmundo, Frances 

 Send scheduled for Mon, Apr 6, 2:33PM

Hello Edmundo,

May I have your contribution on drafting [Q1 newsletter](#) about the topics of Interco policy and ARA ?

**Step 4 – Create Mailjet content, and send.**

Check page [Spot Communication](#) for Mailjet operation.

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