

This document needs  
reivision



**ASSIGN  
BUSTER**

MEMORANDUM May 11, Daren Yander, SMA Engineer CC: Margie Washington, VP Gerald Williams, Project Manager Address to Submitted Report

SMA Electrical Engineers is a firm that not only values the work it produces, but it also values its employees. In an effort geared towards enhancing the continued production of high quality work and maximizing your potential in our company, I will address a complaint that recently came to my attention. The complaint emanated from a report drafted by you and used by one of the Vice Presidents, Margie Washington.

Indeed, the report dated April 3, 2012 did not meet the required writing standards for senior members of this company as set out in the company's policy. Most specifically, the report had serious grammatical and mechanical errors and lacked coherence as well as flow of ideas. As such, the report was vague and difficult to read and understand. Most assuredly, I have recently stated my dissatisfaction and warned you against presenting such wanting reports but you have not demonstrated any attempt towards addressing these concerns. Although I appreciate your continued positive input and creativity to the firm, I feel that your poorly written report is demeaning the image and reputation of our esteemed firm.

It should be clear that future reports should strictly follow the established writing standards and the report guidelines set out by the firm. Any employee who needs assistance in adhering to the writing guidelines defined by the firm should seek relevant help from the management or attend various in house workshops held in our firm. Indeed, professionals in the corporate scene provide significant information to employees attending the monthly in house workshops. Moreover, I am always available to offer any

<https://assignbuster.com/this-document-needs-reivison/>

assistance geared towards your success and that of the company.

Nevertheless, you should beware that this is your last warning and failure to adhere to the writing guidelines defined by the firm will lead to serious consequences that may include suspension. The company would highly regret such consequences and hence I advise you to consider my concerns in a positive and serious way.

I am sure you will address yourself to these concerns and maintain a good working relationship with your colleagues and the firm at large. I encourage you to remain focused and work towards achieving the company's goals. Indeed, if you have any questions or suggestions on these expectations, please feel free to contact me at the most convenient time. I am always pleased to address the expectations of the firm with you and I hope my concerns will help you to maximize your potential in this firm.