

Memo 1 essay examples

[Business](#), [Company](#)



All Employees

Tom Lyman

Please be informed that a new purchasing policy will be implemented, effective immediately. With this new policy, you are required to notify Mr. Lyman, the new Vice President for Purchasing, of any contracts that exceed \$10, 000. 00 before they are signed.

This new policy aims to make the process of securing essential new materials easier and more efficient, as well as to prevent process breakdowns. In this regard, your cooperation and compliance will be greatly appreciated.

Please also note that failure to comply may result in corresponding disciplinary actions.

Memo #2

Staff

Tom Lyman

June 9, 2012

Since being appointed by the CEO as the new Vice President for Purchasing, I have received employee complaints about my management style. I do appreciate and welcome all of your feedback. However, the degrading quality of our company's output has reached alarming levels that I believe it is only proper to implement more assertive measures to ensure improvement in the quality of such output.

As our business relies heavily on our customers, who in turn also expect quality products from us, it is the responsibility of each and every one of us to ensure that this standard of quality is met. I hope that you can see the new rules as a challenge for you to do better at your jobs instead of as restrictions that limit you on how you perform your work.

All of the work you do contributes to the company's success. As such, your compliance with the new rules will be greatly appreciated, as this will help ensure our company's success. In addition, since rules serve as guidelines and measures for the way we perform our jobs, I believe that it would only be reasonable to impose corresponding disciplinary actions for non-compliance.

Please feel free to approach me for any questions.