

Memorandum creative writing example

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



The internet and company e-mail system are both very useful tools in information dissemination in McCutehen Industries. This is the reason why our company has provided these tools and services to each employee of the organization. However, these communication tools require that each individual be responsible and reasonable in using it. It is unfortunate though, that it has come to my attention that there are some individuals who are abusing the use of their employee e-mail addresses. Non-office-related messages and jokes that are both distracting and inappropriate are being transmitted with the use of the employee e-mail address.

I would like to remind all employees about the company's guidelines on the use of internal e-mails. The main purpose of internal e-mails is to communicate with other company employees information on areas relating to the business. Only work-related matters should be sent through the employee's e-mail address. Under no circumstance should these e-mails be used for purposes other than those that will benefit the organization. To clearly illustrate what are non-office related e-mail messages, I have enumerated the following to include, but not limited to:

- any communication of a discriminatory or harassing nature, or materials that are not suitable for the business environment.
- messages with derogatory or inflammatory remarks, profane or offensive language;
- indecent remarks or proposals;
- computer games, pornographic material, etc.;
- all types of chain letters;
- solicitations for personal gain or profit;

- personal opinions as those of the McCutehen Industries;
- copyrighted material for which McCutehen Industries is not licensed such as software, books, magazines, etc.;
- initiating actions that cause errors or other problems on the McCutehen Industries network; and
- illegal activities.
- jokes or electronic greeting cards
- novelty animations and other pop-up windows

The above-mentioned type of e-mails should be avoided at all times. These e-mails use up company resources and may unduly put to risk the company's information system due to viruses which may be present in the transmitted documents. It is also considered a waste of office hours to deal with these irrelevant e-mail messages. It is suggested that if one receives such e-mail, that it be deleted immediately. All employees are expected to keep their work station virus-free; thus, passing on e-mails from questionable sources should not be practiced.

Let me reiterate that each employee is responsible for all e-mails that emanate from him/her. I expect each one to limit, if not avoid, using his/her employee e-mail address in transmitting personal e-mails. The company will not tolerate any inappropriate use of an employee's e-mail address. Any employee who violates the company's guidelines on proper use of employee e-mail address will be subjected to disciplinary action.

McCutehen Industries expects to benefit from the efficient use of the e-mail technology. It is therefore to the company's best interest that each employee adheres to the proper and appropriate internal e-mail etiquette.

Let us not lose track of the real purpose of the implementation of the e-mail system.

If there are any questions on the above, please do not hesitate to discuss the matter with me. I look forward to each one's cooperation on this matter.

Thank you.

Works Cited

Workers' Compensation Board. Email and internet usage. n. d. Web. 19 September 2013 .