

Interoffice memorandum



**ASSIGN
BUSTER**

TO The Executive Team FROM Tom _____, Vice President – Human Resources Department CC Gregory S. Forest, President RE Advertising Work and Human Resources Problems at Roanoke, Virginia DATE : 11 April 2011

Please be advised that significant concerns on the quality of advertising work and human resources problems were brought to my attention at our Roanoke, Virginia branch. There were client complaints on the quality of advertising that reached our President, Mr. Forest and needs immediate action. Further, there were reported incidents of top management people leaving the branch supposedly because their creative efforts were deemed disregarded and no prior consultations on the amount of new projects to be accepted to conform to the high quality of work expected and could be accommodated by the staff. Mr. Forest emphasized that the clients served from the Roanoke branch are vital to the overall success of Phoenix Advertising. In this regard, may I request the following team members to give me relevant information to address these issues: Executive Team Member Information Needed Mr. Frank Rodgers Profile of Personnel Resigning and Reasons Branch Manager, Human Resources What have been done to replace them? Roanoke, Virginia The number of creative talents in the Branch Compensation and Benefits Package Ms. Emily Smith Number of New and Current Accounts Manager, Advertising Projected Revenues and Time Frame Roanoke, Virginia for Completion Mr. Benjamin White Financial Statements of Phoenix Advertising Manager, Finance Compensation and Benefits Package The abovementioned team members are requested to forward the information needed tomorrow afternoon to me through a detailed report with clear alternative courses of action and proposed recommendations to address the identified dilemma. Your immediate and

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collaborative action is crucial to ensure that employee productivity and morale would improve at Roanoke, Virginia Branch and continue to contribute to the overall success Phoenix Advertising. TO :

SharonBrown@PhoenixAdvertising. com FROM : Tom

_____@PhoenixAdvertising. com SUBJECT : Payroll statements from the Roanoke branch for the last 12 months DATE : 11 April 2011 In view of the current evaluation being conducted by the executive team, may you please forward to me payroll statements from the Roanoke Branch for the last 12 months at the soonest possible time. Concurrently, please provide a copy of a summary of the agency policies and the branch policies regarding overtime and compensation/benefits packages. Kindly photocopy the said information and file them in separate folders for review and evaluation purposes. I expect the reports to be on my desk by 3: 00 pm tomorrow afternoon. For your immediate action.