

Business memo example

[Business](#), [Employment](#)



| Clothing Store | Memo To: Employees From: Public Relations Department
Date: 11/20/2011 Re: Adjustments for the benefits of our employees. As you may have heard over the last few weeks, we are changing the hours of operations for our stores. Our clothing store has always tried to make sure that we offer our employees a competitive wage for the work that they do. The costs of the operations of the store have risen over the last few weeks because of the rise in gas prices. In an effort by the management to not have to cut any jobs we have come up with a solution that will benefit you our employees. In order to save jobs we have decided to make the following changes to not only the hours of operations but also to the amount of days that employees have to be working in the stores. Employees will now get Sundays off because the stores will be closed. Monday through Saturday, stores will open an hour later and close an hour earlier. Full-time employees will now only have to work four ten hour days a week and will be able to spend more time with their families. Part time employees will be able to consolidate their work schedule into one, two, or three work days allowing for more free time. No stores will be closing at this time which means all employees will be keeping their jobs. These adjustments are for us as a clothing store to be able to continue to provide you our employees with full time work in economic down turn. We are glad that you are a part of our team and wanted to let you know that we consider you a valuable part of our success. Thanks for your understanding, The Management