Professional Memo Sample

Dear Board of Directors,

Our goal at MobieTech is to create great products. Since the company’s founding 20 years ago, I have encouraged employees to work their best every day, and they have never disappointed me.

The world-class products we sell today are due to their tireless work. The Jupiter cell phone’s intuitive design has led to massive sales in newly entered markets such as Asia and Eastern Europe, and the consistent performance of the Orion tablet computer in established markets like Western Europe and the United States is encouraging.

At MobieTech, we focus on what we do well by prioritizing quality over quantity in our product folio. Continuing this requires us to rearrange our team in three ways.

First, industry veteran Angela Smith will replace Bob Wright as head of the Jupiter cell phone team.

Prior to joining MobieTech, Angela served an executive role at competing firm CyberOpticz. There she established a new cybersecurity department and sold an existing software division for record-breaking sums. Angela was also recently awarded an MBA from Harvard University. With her industry experience and educational credentials, we recommend the Board of Directors approve a 30 percent increase to her base salary and the addition of stock options to her portfolio.

Bob’s leadership was characterized by clear thinking, confident decision-making, and quick execution. He regularly motivated and cheered on Jupiter cell phone team members. However, sometimes fresh leadership is necessary for continued growth. Therefore, we have decided to dissolve Bob’s position within MobieTech and terminate his employment. We are thankful for his service over the last 15 years.

Next, we will consolidate the Orion tablet computer team. While the Orion tablet has performed well among established market players, it has not garnered the same interest in new markets. To stem financial losses from this department, we are dissolving the Orion divisions in Beijing and Warsaw. An estimated 12,500 employees will be dismissed over the next year. We will provide departing team members with appropriate severance benefits to help them and their families handle the likely difficulties posed by the closures.

These decisions have proven to be challenging, but I have maintained grace under pressure and the capacity to think quickly throughout. With that in consideration, I request the Board of Directors renew my position as Chief Executive Officer for another fiscal term.

Sincerely,

Gabriel Muller

News Article Sample

The D.C. School Board formally approved construction of a public school adjacent to a future 600-employee General Electric Co. plant in a 6-1 vote last night.

The initiative, spearheaded by Superintendent Greg Hubbard, will serve the children of parents working at the plant, and aims to address budgetary woes that have left the District’s school system overcrowded and underfunded. GE hopes the school will help attract and retain qualified female employees, many of whom have young children.

“It’s the wave of the future” Hubbard told the board as they voted for the measure. “It’s a win-win situation.”

Stella Henderson, a 38-year-old mother, is excited to return to work after struggling to find employment for three years. Now, she gets to bring her child along with her without worrying about daycare.

“This couldn’t be more convenient for our family right now,” Henderson said of the new initiative.

The satellite school is expected to house three classrooms with space for about 60 kindergarten and first-grade children of employees. As part of the agreement, GE will fund the school’s construction while the school district will equip classrooms and pay the salaries of educators.

The sole dissenting vote was cast by four-term school board veteran Sheila Abrams, who worried that mixing corporate interests with public education will have a negative impact..

“If a student’s parent is not performing well at her job, might the student be penalized too?” Abrams asked. “We can’t compromise our educational standards for the support of major corporations.”

Concerns aside, independent experts are optimistic about the program’s success. Bill Byers of the National Education Foundation argues that students could build relationships with the participating companies, and therefore have an easier time finding a job right out of high school.

An NEF analysis of the program estimated the additional 600 jobs provided by the plant will add $1.4 million to the District’s economy every year, with a tax revenue increase of $3 million due to additional spending money of residents. The school board will save $4 million in construction costs through the partnership.

At least 20 children will need to be enrolled in the program for it to be considered financially viable, but if the need is met, the school will consider expanding to higher grade levels. D.C. joins 20 other school districts in the country who are engaged in similar programs.