

Tiger Oil Company
Edward Mike, Owner
Suite 1500
Five Greenway Plaza East
Houston, Texas 77408

Interoffice Memo

To: Whom it May Concern

From: Edward Mike

Date: Friday, January 13, 1978

Re: Monthly Salaried Personnel

There has been a few problems that this month's memo will address. Some of the employees have been caught using the company's property and money for their personal uses. This is unacceptable. Issue one: The company's money is not for spending on drinks or such behavior. Basically this is stealing from the company and stealing from the company puts your job here in risk. Issue two: The company's phones are for business calls *only*. This includes our buyers, sellers, and retailers. This does not include calling family, friends, and making personal appointments, i.e. personal calls are not to be made on the business phones. So from this month on expenses and outgoing calls will be monitored by the company.

Company Owner,

Edward Mike

Anna Fitzpatrick

The specific action I had to take to address good will was analyze the whole memo text and take out the hostile parts. I had to make sure I addressed the issue while at the same time making sure that while still having a goodwill attitude that it held a serious tone, since it was dealing with stealing from the company and being unprofessional at work, i.e. making personal calls on the business phone.

What I changed is; I took out the big company logo. Since this is an interoffice memo the employees know where it is coming from. Also, the logo was way too big and distracting, very distracting. When it came to the "To and From" part I left them not capitalized, except the first letter, because that would also draw attention from the letter. I added a "Re" section so that the readers would know what they were about to read.

