



## Memorandum

Date: 10/02/2013  
To: All employees  
From: Edward Mike Davis  
Subject: Company policy reminder

The purpose of this memorandum is to remind workers certain company rules that every employee must obey:

- Using gas during working hours for personal needs is not acceptable
- Consuming alcohol during working hours is strictly prohibited
- Telephone calls are suppose to be only for business purposes
- Company is not paying for workers any other personal expenses;

Recently we have faced these issues with a few workers and I hope to prevent any of above said from happening again. As a result of happening, all managers will examine in more details all money operations that being spent by employee. You, as a worker of the Tiger Company, will provide a written report to the manager about all money transactions in details.

I do respect and value every worker in the company and I do expect a professional behavior from all of you.

If you have any comments or concerns related to any of these issues you are welcome to talk to me and discuss whatever the issue is. I hope together we will be able to create strong and professional team and benefit not only Tiger Company, but also our interests.

Sincerely,  
*Signature*  
Edward Mike Davis