

MEMO

ACME Widget Manufacturing Inc.
Long Island City, NY 11101

Date: October 23, 2013
To: All Part Time Employees
From: Lawrence Spahn
Subject: Compensation for Meeting and Committee Attendance

We would like to take this opportunity to thank all of our part time employees for their attendance and participation serving on committees and attending meetings. Although this is very much needed for the continued success of our company and is appreciated we will no longer be able to provide monetary compensation for you time. Company policy states that all employee participation full or part-time employees are done on a voluntary basis.

Continued participation in the above will be taken into consideration during annual employee reviews, raises, bonuses and promotions. Although participation is not mandatory we are trying to develop a team atmosphere and the team player will be rewarded for their efforts.

I would like to point out that serving on these committees and attending meetings are still worthwhile to employees in many ways, the exposure, knowledge and networking you will be exposed to will prove to be much more beneficial than the monetary compensation you were receiving as your career progress with Acme Widget or with another employer.

Again we would like to thank you for your past participation and hope to see all of you at future events. If you have any questions or suggestions please free to contact my office and we can set up a meeting to discuss your concerns and ideas.