

Before Example: A Typical Memo

DATE: April 3, 2009
TO: All employees
FROM: Oliver Castle, President

Company Reorganization

As you probably already know, several business factors have affected us this year including the expansion of imports from the foreign market, union difficulties, and problems with the development of new components, especially in the personal system products. Therefore, management has assessed our entire company and its operations with a view to finding a way for the organization to improve profits and increase long-term efficiency. Some of our departments have been growing and shrinking without much rhyme or reason, and before this we had not made the effort to take a really hard look at what we were doing.

Now we are announcing a major new reorganization to take effect on April 19. We will announce the details on April 12, such as when the desks will be moved and when new managers will hold meetings with various employees to whom the information is pertinent. We will also, at the same time, distribute a complete schedule setting forth who will be working for whom. In the meantime, we are announcing the following changes so the managers in charge of the affected divisions and departments can prepare for the reorganization.

Don Smyth will assume duties as Director of the new Operations Division, leaving his present post as Manager of Equipment and Supplies. Janice Moreland will move from Vice President for Research to Vice President of the new division. Jack Spotter will be the new Vice President of Product Development, moving from his position as Assistant Director of Research. These changes in departmental managerial positions will take place on April 5.

Jerry Franklin and Marsha Magary will become Assistant Director of Research and Assistant Director of Operations, respectively, from their current positions as Assistant Director of Finance and Manager of Accounting. Employees directly affected will be informed by April 10 by their managers about whether they will be moving. In most cases, employees who work for the managers named will stay with the manager.

After - The Same Memo “Mapped”

DATE: April 3, 2009
TO: All employees
FROM: Oliver Castle, President
SUBJECT: Two New Divisions Announced

Background As you know, several business factors have affected us this year, including:

- the expansion of import trade from foreign markets
- union difficulties, and
- problems with the development of new components, especially in the personal system products.

Therefore, management has reorganized the company to improve profitability and increase long-term efficiency.

New divisions added Effective April 19, we will add two new divisions:

- Product Development, and
- Operations.

All other divisions will remain the same.

Management changes The following people have been promoted effective April 5.

Name	Present Position	New Positions
Don Smyth	Manager, Equipment and Supplies	Director, Operations
Janice Moreland	V.P., Research	V.P., Operations
Jack Spotter	Asst. Director, Research	V.P., Product Development
Jerry Franklin	Asst. Director, Finance	Asst. Director, Research
Marsha Magary	Manager, Accounting	Asst. Director, Operations

Impact on employees Most employees who work for these managers will remain with their current managers. If the changes affect you, your manager will notify you by April 10.

Effective dates The effective dates for these changes are:

- April 5 – Management changes
- April 10 – Employee notice of relocation
- April 12 – Details of reorganization
- April 19 – Reorganization effective.
