Laura Panak

Pr…

Professional Writing Skills

20 October 2019

Bad News Letter

**Terrapin Insurance Corp.**

To: Terrapin Insurance Corporation Employees

From: Human Resources at Terrapin Insurance Corporation

Date: October 20, 2019

Subject: Memo regarding casual Fridays

Casual Fridays have been a fun and valued tradition at Terrapin Insurance Corporation. It has allowed our employees to have a relaxed day at the end of the work week.

Due to new management, casual Fridays have been canceled until further notice. We have always valued the happiness and comfort of our employees. The new management has decided to come up with a new company policy, stating that professional business attire needs to be worn at all offices, every day of the week. This new policy will create a more professional work environment for all employees and will allow for a more productive workday.

We still value our employees’ happiness and comfort and we would love to have suggestions that may create this work environment for you all. The new managers are coming up with possible alternatives to causal Fridays. Those ideas include having food trucks come to the office every other Friday or to make one Friday every month a half day instead of a full day of work.

We are excited about the new management and the ideas they have for the company to better itself.

Sincerely,

Terrapin Insurance Corp. Human Resources