

TERRAPIN INDUSTRIES

Memo

TO: The Cosmos Street branch of the Terrapin Insurance Corp.
FROM: Kayla Paolillo, Manager
DATE: October 1, 2021
SUBJECT: Fridays

We want to commend you for the excellent work ethic you have displayed over the past month; your efforts are noticed and appreciated. As such, it is important that our presentation reflects our professionalism. It is said that clothing affects our confidence and our mood and I believe this statement to be relevant to our workplace.

Our records show that productivity on Mondays through Thursdays is 40% greater than on Fridays. Many theories have circulated as to why this phenomena occurs, and we believe it is due to casual Fridays. The team seems to be most diligent when wearing professional attire, and we have therefore decided to extend this policy in place of casual Fridays.

Fridays will now be “Food Truck Fridays”. We have booked two vendors, each offering healthy food options. Intermittent breaks and a nutritious meal are both shown to increase productivity and boost your mood and energy!

We hope that you are as excited as we are about these upcoming changes to our workplace. It is pertinent that you be rewarded for your hard work, and we are happy to provide this opportunity to take a breather and a bite.

Thank you for your cooperation,

Kayla Paolillo