**Memo**

To: Cosmos Street Branch Terrapin Insurance Corp. Employees

From: Helen Cinbar

Date: March 10, 2018

Re: Casual Friday Cancelation

To all staff members,

Casual Friday’s have been a part of the Cosmos Street branch for a total of 5 consecutive years. It serves as a reminder that the weekend is just around the bend and allows us all to work comfortably, while also efficiently. As you know, the Terrapin Insurance Corporation is growing quickly in the way of profit and customer relations. The Terrapin Insurance Corporation has been ranked within the top 10% of insurance agencies in the United States according to TIME magazine. Your hard work and dedication have made this corporation what it is today.

Repeatedly, we have shown that through our professionalism, and dedication to customer satisfaction, that *anything* is possible. With that being said, we now have a very important reputation to uphold. Casual Friday’s within this branch, and all other Terrapin Insurance branches, will cease to exist effective immediately.

While these causal Friday’s do not disrupt the incredible work being done by this branch, the corporation feels that, as a whole, all branch employees should be presenting themselves as professionally as possible at all times. As an alternative to casual Friday’s and a reward for reaching such high standards, a full staff lunch will be provided, by TIC, every Friday afternoon.

This is a great, new opportunity for our branch to improve and maintain a professional environment for both our customers, and the company. Thank you in advance for your cooperation on this matter and please feel free to speak with me regarding any questions or concerns.

Best regards,

Helen Cinbar

Helen Cinbar │Cosmos Street Branch Manager