Dear Staff of the Cosmos Street branch of the Terrapin Insurance Corp:

Subject: Casual Fridays

I know that our casual Fridays here at Terrapin Insurance Corporation have been a part of our tradition for 10 years.

Sometimes our traditions, like casual Fridays, have to be changed.

Now on Fridays, we ask that all staff members adhere to the dress code that we adhere to all week long. Casual Fridays do not adhere to the code, and there is no legislation in the manual that allows our staff members to wear jeans on Fridays. We want are now beginning to enforce this policy because our plan is to move towards a more professional atmosphere in all of our offices. We believe that a more professional atmosphere can help us to increase productivity and insurance sales.

With this new change taking place, we also have an offer for all of our staff. Each employee that follows our dress code will now get an increase in commission. Previously, members made 50% commission on all insurance sales. Now, as long as the member complies, he/she will make 65% commission.

Our company has stood strong for many years. Now, we will continue to grow and become even stronger as our professionalism also grows. Happy selling!!

Yours Sincerely,

Victoria Shirey

Victoria Shirey, Manager