

# Farmville Insurance Corp.

To: All staff  
From: Amber G. Thomas, Branch Manager  
Date: March 3, 2021  
Subject: Monthly birthday lunch

I hope everyone is doing well and has had a good work week so far.

Last Friday we received some negative comments from clients about how our staff was dressed. As a result of their experience, these clients have threatened to move their insurance coverage elsewhere unless things change.

Casual Friday in our office has become a bit too casual. Its original purpose was to bring us closer together; instead, it has begun to disrupt business.

Starting this Friday, March 5, we will host a monthly birthday lunch party in place of casual Fridays. This month we are celebrating Kevin and Stacey!

Be sure to bring a dish for the birthday lunch on Friday and dress professionally!

*Amber Thomas*

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