

Sarine Thomas

ENG 470-01

### Bad News Letter (Memo)

Prompt: Casual Fridays canceled

You are the manager of the Cosmos Street branch of the Terrapin Insurance Corp. Making up any additional details that you need, and while keeping the staff's goodwill, write a properly worded and formatted bad-news memo (as this is an internal document) to the staff of the Terrapin Insurance Corp. announcing that casual Fridays have to be canceled

### Work Cited

Sharkey, M. (2019). Retrieved from

<https://rdw.rowan.edu/cgi/viewcontent.cgi?referer=https://scholar.google.com/&httpsredir=1&article=2745&context=etd>

## **Terrapin Insurance Corp.**

To: Staff of the Terrapin Insurance Corp.  
From: Trevor Jones, Manager  
Cc: Angelina Simmons, Director of Professional Activities  
Date: March 11, 2019

Re: Casual days on Fridays

There is nothing more exciting to wear casual attire to your work place. It is more comfortable, flexible, and more creative to express your personal style of fashion.

As you all know of our company set to wear casual attire on Friday, also known as “causal days” last April 2018. This proposal was to help to raise money for a charitable cause to buy school supplies for children in need. Each employee who wish to wear casual attire have to donate \$2 for the charity to raise the money and can wear jeans and t-shirts etc.

Cosmos Street Branch of the Terrapin Insurance Corp. leading 2<sup>nd</sup> place in the customer satisfaction in Virginia last year with the help of every staff in this branch. As we are thriving to become the 1<sup>st</sup> place winner, we had a small inspection to be a nominee and our customer surveys is reflecting on summer casual days being non-professional in a fashionably manner on Fridays. Our branch is deciding upon removing casual Fridays this upcoming year 2019. Terrapin Insurance Corp. is really looking forward to your feelings about the new decision.

Cosmo Street Branch wants to consider our best staffs’ suggestions too. If everyone like we would want to bring back causal days on Friday in certain weeks to promote staff’s suggestions in upcoming years. Attached above is an article, which can help our views on casual days.

Our company builds relationship of staff and customer satisfaction and looking for any ideas and concerns. Terrapin Insurance Corporation would love to hear any suggestions from any of our staff.

## **Terrapin Insurance Corp.**

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