Terrapin Insurance Corp.

2657 Cosmos Street

Terrapin, TX 79555

**Memo**

**To:** Faculty and Staff, Cosmos Street Branch of Terrapin Insurance Corp.

**From:** Kirsten Wachsmann, General Manager

**CC:** Margaret Galleher, Division Manager

**Date:** October 8, 2018

**Subject:** “Casual Fridays”

Dear Faculty and Staff:

This notice is in response to questions regarding the continued occurrence of “Casual Fridays.” There is nothing more relaxing than working in clothes made for comfort and not worrying about their professional appearance.

Rumors recently passed around the office about whether “Casual Friday” will continue in the coming weeks.

Terrapin Insurance Corporation is currently working to improve in maintaining a constant professional appearance, as customers appreciate the time and care put into their insurance and vital, classified information: therefore, Division and General Managers alike shall instruct their staff members dress their best in a professional work environment. Terrapin’s employer/employee studies also show that a carefully chosen outfit improves one’s chances of being promoted *and* more than satisfactory customer service reviews.

We want all of you to be comfortable with looking professional and know that with a consistent use of proper attire, you will find your interactions with our loyal customers to be exponentially better. In turn, you will also find that your work life has more valuable.

Our corporation is a fine-tuned machine, and we know that your agreement with the dress code changes will further state your commitment to your work ethic and loyalty to the company.

Yours Sincerely,

Kirsten Wachsmann

Kirsten Wachsmann

General Manager