Veronica Lainez

MEMORENDUM

TO: Software Concepts, Inc. Associates

FROM:

DATE:

SUBJECT: AccountSoft Future Changes

First and foremost, I would like to take the opportunity to thank each and every one of you for all your hard work and dedication here at Software Concepts, Inc. We are truly grateful for all the contributions each and every one of you has brought to our company. However, as most of you all know the recent recession has affected several industries and the software industry is one of them.

For the past two years, AccountSoft software sales has been declining significantly. This has caused Software Concepts to explore other options and make significant changes to our future. Our original mission was to sell software products to large accounting firms. However, since the recent recession small businesses and individuals are the ones actually keeping us in business. After much consideration, we've come across the difficult decision of selling AccountSoft to Accounting Specialists, Inc.

maybe leave this out

Depressing Paragraph

Now here is the difficult question; how will this decision affect you? It will definitely affect everyone! Management has selected a certain amount of software developers that will continue to be employed with us. Accounting Specialists, Inc. has agreed to continue employment with most of our software developers. Unfortunately, for the marketing and sales department we were unable to negotiate a contract. Management has made the difficult decision of eliminating most of our sales and marketing departments. It's unfortunate to come to this conclusion; however this is what's best in order to secure as many jobs as possible.

probably not best to use exclamation mark

Veronica Lainez, Human Resources Coordinator and myself will meet you individually to discuss the changes to your employment. Software Concepts will continue to employ you up until six weeks from today. We will be offering, cobra insurance, severance pay and unemployment benefits. For those of you fortunate enough to continue employment with us we will have a meeting on March 24, 2014 at 8:00 am to discuss our new employment policies and procedures.

We cannot stress enough how difficult this decision has been. We will try our best to make this transition as smooth as possible. Once again thank you all for your hard work and dedication. We truly wish you nothing but the best in your future endeavors.