Software Co Inc. (SCI)

Memorandum

To: All SCI employees

From: Brett Baker SVP of HR ← supposed to be written by CEO (emailed) It's clear a lot of people get this confused :-)

Subject: Company Mission Change

Date:

First, I would like to thank all the employees of SCI. You all have been an integral part of this company, and we would not be here today if it were not for your hard work and dedication. As many of you know the finance world is changing, and so must we. Although we may not like some of these changes, they are necessary in order for our company to continue to survive in this industry.

nice Headlines → **What We Are Doing**

I agree

After two straight years of losses and with months of research into the finance industry, SCI has decided to sell AccountSoft. Although AccountSoft has been one of our most successful pieces of software, ~~it's~~ its time has come. The industry is changing in a way that we cannot sell this type of product. SCI will now be changing our mission in the industry. We will no longer be catering to the large accounting firms; instead we will be catering to smaller firms and individuals in order to stay in line with industry trends. This change will allow SCI to remain profitable and continue to grow for years to come.

very clear explanation

nice headlines → **How You Will Be Affected** ← Tense!

For many of you there will be no change at all. You will continue to develop software (or whatever) as you always have. For those that worked specifically under AccountSoft, we will be doing some restructuring. The software developers for AccountSoft will move to the new company with the sell, the only difference will be that you are working under a different company and management.

This is great!

Unfortunately, the company purchasing AccountSoft will not require the current AccountSoft sales and marketing teams. The sell will not be finalized for six more weeks. During this time, all staff will continue to be employed by SCI. I encourage you to use this time to freshen up your resume and begin setting up interviews. Over the next six weeks I will meet individually with each employee that we have to let go. We will try to make this process as painless as possible. All employees that will be let go will receive a severance package, a letter of recommendation, and will be able to list me as a personal referral. I know this is difficult and the next six weeks may not be as upbeat as we are used to, but I do ask that all employees remain professional at all times during this transition.

sale

ow!

nice idea

I agree!

good

Once again thank you for your service. If you have any questions, complaints, or concerns, please contact me directly via phone ####### or email ******.