

Example of a 'traditional document'

Date : 3 January 2009
To : All employees
From : Oliver Castle, President

Subject: Reorganisation of the company

As you well know, our company has had considerable difficulty this year with the collapse of the baronium market, with inflation hitting 12 % and going up, with the labour difficulties we have had at several plants, and with the development of our new products, especially in the home products system. This situation has forced the management to assess our entire company and its operations with a view to finding a better way to organise it for improved profits and long-term efficiency. Some of our departments have been growing and shrinking without much rhyme or reason, and before this occasion we had not made the effort to really look at what we were doing. Instead, we were patching things here and there with the aim of eliminating duplication when we could and pulling together groups that belong together functionally.

Now we are announcing a major reorganisation to take effect on 18 January. We will announce the details on 12 January, such as when the desks will be moved and when new managers will hold meetings with various employees to whom the information is pertinent. We will also, at that time distribute a complete schedule setting forth who will be working for whom. In the meantime, we are announcing the following changes so the managers in charge of the affected divisions and departments can prepare for the reorganisation.

Charles Jones will assume duties as Director of the new Office Products Division, leaving his present post of Manager of Typewriter and Office Equipment Supplies. Janice Moreland will move from Vice President for Research to Vice President for Operations. Jack Spotter will be the new head of the Research Department, moving from his position as Assistant Vice President for Operations. Maxwell Richardson is leaving his post as Assistant to the President to fill the position of Assistant Vice President of Operations. Marilyn Belt will become Director of the new Home Products Division, which used to have only project status. These changes in department managerial positions will take place on 5 January. Current Assistant Directors will remain in their positions at that time unless otherwise notified.

Then, on 12 January, changes at the level of Assistant Directors will go into effect. Jed Franklin and Marsha Zettonelli will become Assistant Director of Office Products and Assistant Director of Home Products, respectively, from their current positions as Assistant Director of Finance and Director of Budgeting. The staffs of these departments will be informed by special memorandum from their managers about whether they will be moving with their current managers or staying in their current departments. In most cases there will be no change, as we are trying to keep as many departments intact, with experienced staff, as possible.

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Background

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- development of our new products, especially in the home-products systems.

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Management changes

The following table includes recent management changes.

| Name | Will move from... | To... |
|--------------------|---|-------------------------------------|
| Charles Jones | Manager, Typewriter and Office Equipment Supplies | Director, Office Products Division |
| Janice Moreland | V.P., Research | V.P., Operations |
| Jack Spotter | Assistant V.P., Operations | Director, Research |
| Maxwell Richardson | Assistant to the President | Assistant V.P., Operations |
| Marilyn Belt | Assistant to the Plant Manager | Director, Home Products Division |
| Jed Franklin | Assistant Director, Finance | Assistant Director, Office Products |
| Marsha Zettonelli | Director of Budgeting | Assistant Director, Home Products |

Memorandum to staff

The managers of these departments will inform the staff by special memo whether they will be moving with their current managers or staying in their current departments. In most cases there will be no change, as we are trying to keep as many departments intact as possible.

Effective dates

The effective dates for these changes are as follows.

- 5 January: Changes in Corporate Offices and Division Chiefs
- 12 January: Announcement of Details of Reorganisation, Assistant Directors move to new jobs
- 18 January: Reorganisation takes effect.