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Memorandum

Date

To: John Q. Boss
From: Terrell D. Employee
CC: Tom S. Director

Over the past six months, I've realized we have a serious concern with employee turnover. We've lost eight people in just the last quarter. Losing the high-quality staff Acme has put effort into attracting and hiring has cost the company $7,000 in the last two months.

I know that one of the key frustrations of many employees is that they do not feel connected to their team members. In the past, management has been wary of offering team-building exercises because they felt it would come off as cliché. There were also concerns that productivity would drop if people took up to a half-day out of the office. However, there are options available that can have a positive impact.

Given these concerns and the cost of turnover to Acme, I would like to propose a specific solution.

- Use our internal workflow software to ask employees how management could support them in connecting with their work teams
- Create a management team to review the options and rank the top three best initiatives
- Communicate to employees what the top three options are and allow everyone to vote
- Implement the team-building program that was selected by the staff

The resources required for this project would be:

- 1 hour of an employee's time to set up the feedback system
- 10 hours of management time to work together and find the top three options
- A specific budget which will depend on the chosen initiative

With the management involvement in this project, there is no need to worry that an inappropriate or overly expensive team-building program will be selected. At the same time, the voting process will give us a program the employees truly want.

We can all agree that an effective program will cost far less than the $7,000 we've lost in the past two months alone.

I appreciate your time and consideration of this proposal. Please let me know if I can provide any further information.

Sincerely,

Terrell D. Employee
Human Resources Team Lead