To: [Xavier.Skapin@gmail.com](mailto:Xavier.Skapin@gmail.com)

From: [jrasolosoa@gmail.com](mailto:jrasolosoa@gmail.com)

Subject: Social media drop activity.

Dear Mister Skapin:

I am writing this email because I have noticed over the last few months a drop in productivity within our organization resulting in fewer sales and profit for our company. This drop in productivity is due because our employees having easy access to media while on company time. I noticed within my team that employees were easily distracted by social media and had a hard time re-focusing on their work afterward. I have talked about this issue with the other leader of this company and have expressed the same feelings.

I believe that it is critical to introduce a new policy to confront this problem. Of course, it would be unwise to completely ban social use within the company, but this use could be limited to break time only. This problem should be treated urgently if we do not want it to have an everlasting effect on our company.

I am of course at your disposition to talk about this problem and will be receptive to your answer, whether positive or negative.

Sincerely,

Rasolosoa Jimmy.