

JHAL Trader Company LLC

Memorandum

Date: June 29, 2020
To: Employees of JHT Company
From: June Kim, Assistant Director of Human Resources
Subject: Retraining for New Order Filling Process

Thank you for your dedication to the development of the company. Ms. Rogers says we need to refine our order and delivery procedures in the future. Therefore, by introducing new procedures, we will proceed in a faster and more accurate way than the existing system. This change will satisfy many consumers by preventing problems such as delivery delays that we are currently experiencing. The current status of our order systems and solutions are as follows.

- Under the existing order system, few orders were delivered to distribution centers, slowing the delivery speed.
 - As a result, employees are often unable to deliver on time.
 - The vicious cycle of these orders being reassigned to Client Services again and delivered to other distribution centers is repeated.
- We have found two ways to improve our order-filling process: a system to check orders in warehouses and Client Services' shipping management system. We will review the system we have come up with and educate our employees later to prevent the recurrence of previous problems.
 - Retaining sessions will be held on the 5th and 6th of next month, and the employees attending the training should be fully familiar with our system after the training.
 - Employees are required to sign up by 1st of the month by selecting the date that suits them. Check the schedule on this [link](#).

I hope the company will become more professional by delivering services accurately and quickly. The first few weeks of learning new things will be stressful, but when the training is over, you will understand why we tried to improve the existing system. If you have any questions or suggestions about retaining sessions, you can ask me through the e-mail or talk to me personally during the session.

Each of your contributions is having a great impact on the development of our company.
Although the new system may be a little unfamiliar to you, if you follow the new direction of our company, you will be satisfied with your work.