**TO:** Anna Carter, President

**FROM:** George Tillman, Director of Human Resources

**DATE:** September 8

**RE:** Next Year’s Staffing Needs

Staffing Requirements

In accordance with this year’s budget, staffing requirements will remain even with last year. We anticipate a turnover of approximately ten percent based on past years. With no planned changes in product lines or major increases in production requirements, Laurales Herbs and Spices should be able to maintain its high quality merchandise and excellent customer service.

New Positions

Several job descriptions have been changed, and current employees will be invited to apply for those new positions. We believe that current employees will be able to fill the new positions, and we do not anticipate any layoffs based on these changes. We have the resources available to provide new or additional training where necessary. Our staff has always been willing to accept new responsibilities and adapt to change. We anticipate the following new positions:

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| Program Development Specialist |
| Marketing Campaign Manager |
| Product Manager |
| Southwest Regional Sales Manager |

In accordance with Laurales Herbs and Spices policies and internal guidelines, we will continue to strive for an employee base that is diverse—actively recruiting minorities, veterans, and individuals with physical challenges.