Justification:

The stakeholders of FamilySearch are the members of the Church of Jesus Christ of Latter-Day Saints. I tried to keep the email as concise as possible to only focusing on the issue and a resolution with actions to be performed while waiting on a solution to arise.

To: bobhartley@familysearch.org

From: tbailey@familysearch.org

Subject: ISSUE: Employees drop in productivity

Dear Mr. Hartley:

Unfortunately, we have encountered an issue within our teams here at the Lehi, UT FamilySearch building. The increase in social media use by the employees within the development team has caused several problems with attendance to meetings, lack of attention to detail, and a significant drop in productivity. I believe that we need to make efforts to fix this issue immediately to avoid significant loses in return on investment.

I would like to make the suggestion of implementing a policy within the development department that would limit the use of personal electronics to be used strictly for business purposes. With this policy there would be disciplinary penalties for continual problems with productivity following the inappropriate use of personal electronics.

Over this next week I will be working with employees to correct their behavior and work ethic while waiting on further instruction to move forward. I hope to hear from you soon to resolve this issue as soon as possible.

Sincerely,

Taylor Bailey

FamilySearch Development Team