**Memo**

Items in yellow are my comments or items that should be changed in some way. Items in red should be deleted.

TO: Employees of Stealth Technologies

FROM: Barbara Long, HR

DATE: February 26, 2016

SUBJECT: Policy Update Regarding Usage of Personal Technology

We have recently taken notice of excessive personal use of the Internet and cell phones, as well as misuse of company computers. As a result, we have implemented new policy guidelines for usage of the Internet and personal technology, including office computers, at the workplace.(not needed) The guidelines are as follows:

* Except for cases of personal emergency, employees should limit use of personal devices to lunch and break periods.
  + In case of emergency, alert your supervisor of the circumstances to avoid misunderstandings.
* Use of the office Internet should be strictly business related. Personal browsing ventures should be deferred to break times.
* Use of the office computers to visit pornographic or otherwise explicit websites is **strictly prohibited**.
  + Stealth Technologies reserves the right to inspect browsing history on office machines at any time.

Failure to follow these guidelines and exercise restraint regarding the use of technology for personal reasons will warrant a warning from an appropriate supervisor. Those who continue to commit such infractions will be subject to action specified in provisions ST431-ST433 in the Personnel Manual.

If you have any questions, contact me by email or visit me in my office.

(Good use of list)

To: Cindy Jones

From: Edward Auttonberry, PR Representative

Date: January 11, 2019

Subject: Re: Crowd-Control Concerns

Dear Ms. Jones:

You can be rest assured that your daughter and her friends are our priority. Mr. Bieber has his own security, but we dedicate a much larger pool of emergency personnel to keeping our concertgoers as safe as possible. For this event, our security headcount totals to around 500. We project that we will sell around 20,000 tickets to this event, meaning we will have a security professional for every 40 attendants. We also have a team of medical professionals on standby to take care of any kind of accident that could occur, though the likelihood of such an accident taking place is extremely low. At all times throughout the show, there will be many pairs of watchful eyes keeping track of your daughter and her friends.

Our staff can only do so much, however. Ultimately, it is up to your daughter and her friends to act in such a way that does not put themselves or others in harm’s way. We must not play favorites, so we will have to reserve the right to remove any of your daughter’s party if they do not cooperate with the rules of the venue or do not display common sense. Conversely, it is very hard for our security to prevent injury to those who actively seek out an overly energetic crowd. The people who have the greatest control over the safety of your daughter and her companions at this event is themselves. Regardless of what our security can provide, the best way to avoid injury is to exercise good judgement. (wordy and not needed. Instead you needed to provide a few safety tips the girls could follow like staying together and having cell phones)

I hope I have been able to describe(d) an environment with the highest degree of safety possible for an event such as this. We will take the best care of our guests that we possibly can. To help us, I would like to suggest having a discussion with your daughter and her friends about the best ways to identify potentially hazardous situations whilst enjoying the performance.(This sentence would be best moved to the paragraph above) We appreciate you expressing your concerns. We will always do whatever we can to make this experience more enjoyable for our patrons and those who worry about them. Please feel free to contact us again if you have any further concerns.

Thank you,

Edward Auttonberry

(This is very wordy. Get to the point and be specific.)

To: joejonas112233@nsula.edu

From: instructor@nsula.edu

Date: May 4, 2018

Subject: Re: Extra Credit

Dear Joe,(:)

I am sorry that your final grade is causing you grief. (Would you really be sorry if this was the grade he earned?)Unfortunately, I cannot make exceptions from the rules outlined in the class syllabus for individual students. By participating in this class, you agreed to those rules. One of the major points in the grading policy section of the syllabus is that I will not accept any late work which has been submitted more than three days after its due date. For this reason, I cannot accept those assignments now, and they will remain graded as zero unless you can provide an official university excuse for those due dates. (Actually, his issue is with late homework, which the syllabus states earns an automatic grade of 0)

As for extra credit, there is sadly none to offer you.

I wish you well in your future studies.

Regards,

Edward Auttonberry

Instructor

(What about his request to round up his grade?)

(You include many good details throughout the documents. Note the items I marked. Be sure to address all concerns but be concise and to the point)