**MEMORANDUM**

**TO:** Harvey Rosen, Tom Carlson, Roger Meyer, Edna Renick

**FROM:** Julie Smith, Human Resources

**CC:** Nancy Wells, Chief Executive Officer

**DATE:** Current Date

**SUBJECT:** Managing Remote Teams

Our management team has encountered several challenges when overseeing remote employees. Some of those challenges have been addressed, but others are more difficult to manage.

Attached is a report prepared by Mountain HR Services to help Digital Solutions learn the most effective way to prevent such issues from occurring in future.

Please review the report carefully. We will be meeting on Monday at 1 p.m. to discuss ways we may implement these measures to ensure our teams are operating at a level that will allow us to meet our performance goals.

Be prepared to come equipped with specific measures you plan to initiate with your team to bring improvements in productivity and a team mentality. We will collectively brainstorm and share individual ideas with the group to allow all of our remote teams to thrive.

I look forward to meeting with you on Monday.

######## (Member ID)

Attachment