Supervisor’s Memo to Co-Workers
Writing a Memo to Co-Workers That Identifies Areas Needing Improvement

Project Summary: Imagine that you are a supervisor or foreman for a company. Four of your co-workers report directly to you. Recently you have had concerns about some aspect of their performance, productivity, or work habits. Examples might include their attitude towards customers or clients; carelessness about safety, environmental or code matters; sloppiness with inventory, shipping or general organization; disregard or ignorance of company policy in some areas; or tardiness. You will write to your four co-workers clearly explaining your concerns. You will identify three to four specific performance areas in which you expect improvement. You will maintain an attitude of professionalism and constructive criticism. You will suggest positive steps they should take in order to correct the situation.

Purpose: The purpose of this memo is to be informative. You want to provide your four co-workers with specific concerns that you have about the workplace.

Writer’s Role: You will write as the supervisor or foreman of four employees whose recent job performance needs correction and support.

Audience: Your audience will be the four co-workers who report to you in the workplace. They may be unaware that their job performance needs improvement.

Form: The form of this assignment is a memo. Refer to Microsoft Word or any other word processing program for a professional memo template.

Focus Correction Areas:
1. Correct memo format _____ points
2. Three to four suggestions for improvement (bulleted) ___ points
3. Professional, supportive tone ____ points

Procedures: Before writing your memo, you will complete several activities.
✓ As a class, discuss typical concerns a supervisor or foreman might have regarding his co-workers.
✓ Write a Type One list of at least five concerns you might have regarding your workplace.
✓ Draft a memo that identifies the concerns as well as suggestions. Due date: __________.
✓ Read your draft out loud in a one-foot voice; make any changes you feel will improve the memo.
✓ Work with a partner to get feedback; double-check your FCA’s to make sure you have done a good job in those areas.
✓ Write a second draft with all your improvements.
✓ Due date: __________________.