**Formal Memo (Artifact #2)**

Memos are used frequently in the retail environment to alert associates of store wide or even company wide news. Being able to compose a formal memo will have great usefulness in my professional career. Below you will find an example of my memo composition skillset. The memo is a response to giving more holiday time to meet cultural diversity needs of the employees.

Friday, August 26, 2022

To: Publix Associates

From: Christopher Zwicker, Vice President of Human Resources

Subject: Additional Holiday Time

Your request has been heard, and upon further evaluation the request for more holidays off has been approved. Being more inclusive of other country’s holidays is a reasonable request that I am glad has been brought to my attention as we want to encourage diversity. Diversity brings different outlooks to the team, and we want to keep that culture going.

**How We Will Be Honoring Holiday Requests**

The executive committee of Publix has decided to allow employees any 10 days off for holidays. You will have to tell your supervisor(s) which days you plan to take off in advance. Associates will be asked in December which holidays they want to take off in the following year, so business can run without last minute requests therefore, management can plan accordingly to cover shifts. Associates can change their minds during the year if they have not yet taken off the full 10 holidays with reasonable time in advance (2 weeks’ notice is sufficient). Any religious, ethnic, or cultural holiday is acceptable. Vacations, personal days off, and sick days are not affected by this policy.

**Will Hours of Operation Be Changing?**

The importance of cultural holidays is of upmost importance to us, our policy change is designed so that we allow you to celebrate the holidays of your choosing, however, we will continue to operate the same as previous years, closing on all major U.S. holidays only. We will find coverage to allow our customers to receive the same premier, quality shopping experience during this change of holiday policy.

**As Always, Thank You**

I want to thank each one of you for always taking care of the customers. With gratitude, this policy will be implemented in December of 2022 for fiscal year starting 2023. Please get your holiday requests put in at that time, no further action will be needed.