



Delaney Furniture Company
Internal Memo

TO: Accounting, Procurement, Sales, and Operations Department Employees
FROM: Delaney Furniture Management
RE: Department Reorganization

Dear Delaney Furniture Employees,

As you all know, our company has recently been acquired by Tucker-Steffen Furniture and in effect, will be expanding. We have been rigorously deliberating with senior leadership regarding the best way to minimize the chance of lost positions and firing. That being said, the decision that best suits the structure of the new, larger company is to reduce our four current departments down to three. The specific changes are as follows:

- Those who are a part of the Accounting Department will now be divided between the Procurement Department and the Sales Department. Accounting Department employees should have each received an E-Mail regarding their new department assignment.
- Our former chief of Accounting, Harry Plume, has been promoted and reassigned to the Staff Advisory Council at our alternate location, and we congratulate him on his great success and look forward to his future accomplishments.
- The Operations Department will see no changes.

We understand that these are immensely large changes to the way of operating that our employees are used to, and we have taken into consideration that there may be a period of adjustment. However, we would like to remind our employees that while this change may seem unnecessary, the reorganization of our departments ensures that each hard working and dedicated employee of Delaney Furniture Company still has a home in the workplace. This change will be enacted in the next three days and during this time, we encourage you to direct any concerns, questions, or comments to your corresponding departments. We greatly appreciate your understanding and dedication to the company and we are looking forward to seeing what is in store for the future and success of the company.

Delaney Furniture Management

Department Contact Information

John Stowe: Procurement Department Supervisor [jstowe1@gmail.com]
Henry Mazzel: Sales Department Supervisor [hmazzel2@gmail.com]
Miles Johnson: Operations Department Supervisor [mjohnson3@gmail.com]