

MEMORANDUM

TO: All Employees

FROM: Cody Ravi Carlson, CEO, The Network

DATE: October 15, 2018

SUBJECT: Good News

Let me start off by thanking each and every one of you for your outstanding commitment to The Network. Because of your dedication to your company, profits this year have exceeded what we could have ever imagined. Your great work and outstanding customer service has made The Network the most popular place for teens to socialize in the Greater Boston area.

My way of saying thank you will be reflected in your paychecks beginning this week with each employee receiving a 10% pay increase. Not only will you receive a pay increase, each employee will receive an extra week of paid vacation per year.

I am confident that with your contagious enthusiasm and commitment. The Network will continue to increase its membership base. If I can be of any assistance to you, or if there's anything you would like to speak to me about, whether you have ideas to make the operation run smoother or to just simply chat, my door is always open. Feel free to stop by anytime.