

November 14, 2011

To: John Campbell

From: Daniel Keller

Subject: Promotion Request Response

It has come to my attention that you have recently requested a promotion as a supervisor in our landscaping group. Let me start by admiring your motivation to excel in the workplace not only for your own benefit but for our group's benefit as well. I commend you on the work that you have put into our business. As a whole, we are truly a more reputable and quality business because of the work that you and your fellow workers contribute each day. The success of our group depends on the quality of work executed by each and every one of our workers no matter what position one holds.

Our job description of the supervisor position includes the following basic guidelines: showing up to work thirty minutes before the rest of the workers report, exhibiting leadership toward co-workers and customers, having an understanding for accounting and its principles, and most of all, a personality that is attractive to customers. Observing your performance with our group over the past two years, I have noticed that your work ethic is tremendous; you always complete the job assigned to you under any condition. However, as a supervisor you would need to display leadership toward your co-workers and ultimately have the ability to motivate them every day to do the best job they can. I've noticed that you rarely communicate to your co-workers on the job or off the job. Communication is essential in becoming a supervisor not only with your co-workers but also with the customer. A supervisor needs to be comfortable stepping foot in a potential customer's home, offering our services in a polite way and having the ability to hold a conversation. Also, you lack a basic understanding of accounting principles which are essential in order to keep track of our company's revenues, costs, and liabilities. At this point I am going respectfully decline your proposal.

Considering the improvements I have presented before you, you have the potential to excel in this group. Your admirable work ethic is becoming a daily habit, which is the hardest part in advancing in this landscaping group. Whether it is cutting, trimming, watering, or planting, you get the job done without any complaints. To enhance your communication skills, I suggest that you make a strong effort to talk to your co-workers each day, not only about the jobs you are collectively working on, but also about their own individual lives outside of their work. Having good relationships with co-workers and knowing them well is a common characteristic among our past supervisors. If you take the time to get to know your co-workers, they will want to work for you. The leadership aspect of the job is more difficult to teach. I suggest you read leadership books written by authors W. Clement Stone, or Napoleon Hill. These books will provide you with many success formulas that will give you insight about how to lead. Finally, information on accounting can be gained by enrolling in a summer class in the local community college. Applying the basic accounting principles is crucial in order to keep our financial records accurate and up-to-date.

Your work is valued tremendously in our landscaping group. With the few minor improvements that I have mentioned, you will put yourself in a better situation to be selected as a supervisor. Please consider this advice and continue to put in all your effort in this job.