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Memorandum

To: Employees at Microsoft
From: Microsoft Corporation, CEO Stephen Elop
Date: February 6, 2023
Subject: Thank You for Your Time and Good luck on Future Endeavors

It has been a difficult year for our company. Although we would prefer not to, the current status of Microsoft requires us to have to let go of many employees. As our company begins to go through several changes, we are expecting to see changes in team structure which unfortunately results in a reluctant farewell and employee dismissal in order to prioritize the output of the new Windows phone.

This change in structure is due to financial changes, and a lack of the needed funds to fully support various of our unit endeavors while releasing the new windows phone. This means that in order to increase productivity we need to dismiss thousands of our valuable employees. These employee dismissals will occur at the end of the year and we plan to support you to the best of our ability. The new windows phone is a product that can improve our business and company growth, and in order for us to be successful in this new development our employment dynamic must change.

Dismissal is difficult, and here at Microsoft, we understand that. Therefore, in order to make the transition into your future employment and life after Microsoft smoother, we have developed a new unit to support you. The Microsoft Outplacement division will help you find future employment opportunities at other companies, and provide mental health resources and assistance for those who are finding this transition especially difficult.

Thank you for the years of work that you have committed to this company, the dismissal of you as an employee is not a reflection of your capabilities or the efforts you have given to the Microsoft family. Thank you for your understanding, and we hope for the best in your future endeavors. If you have any other concerns or questions regarding the dismissal of your employment, or aid in finding future employment please feel free to contact the Microsoft outplacement support services at microsoftoutplacement@outlook.com or at the helpdesk phone number (407)-378-8172.