**SAMPLE STRATEGY MEMO**

[INSERT NAME OF COMPANY OR ORGANIZATION]

[INSERT COMPLETE ADDRESS]

TO: [INSERT RECIPIENT’S NAME]

FROM: [INSERT SENDER’S NAME]

SUBJECT: [INSERT MEMO SUBJECT TITLE]

DATE: [INSERT COMPLETE DATE]

**OBJECTIVE**:

A strategy memo that is created and required in an organization when there is a child care assistance and has become an issue for the employers with families. This is based on the study of [INSERT ORGANIZATION] showing, based on statistics, the amount of working age women which is at [INSERT PERCENTAGE VALUE]. These amount of working age women entered the workforce without reluctance since [INSERT SPECIFIC YEAR]. Providing excellent [INSER SERVICE] for employees is generally viewed as a great responsibility, however, there is no [INSERT COUNTRY/STATE] government funding for this particular aspect.

After the succeeding years, a purchase of [INSERT PRODUCT DETAIL], [INSERT ORGANIZATION] has become owners of the leading and futuristic [INSERT COMPANY NAME] warehouse. As expected, they were able to hire an enormous number of female workers as well as male workers, the [INSERT PROJECT] was designed in order to decrease employees (with children) absenteeism and tardiness. The [INSERT CENTER NAME]’s yearly monetary fund was exceeding [INSERT MONEY VALUE] for the [INSERT EMPLOYEE NUMBER] parent workers. Also, there was a record of child enrollment for the said facility on [INSERT COMPLETE DATE], this is important especially for community with considerable [INSERT APPROPRIATE DETAIL] discounts provided to all legible parent workers.

The approval of the community as well as the employees of the company development due to this helpful and efficient project expansion relates to the standard monetary fund given. If there is no buyer for the [INSERT CENTER NAME], an immediate decision must take place in order to come up with solutions to eliminate huge expenditures weighed down by the [INSERT FACILITY NAME].

* The [INSERT CENTER NAME] offers employees with exceptional strategies that will surely help enhance their employee status and develop physical and mental capabilities.
* [INSERT CENTER NAME] also provides justified cost when talking about a large percentage of children in the facility, where currently, there are [INSERT NUMBER] enrolled. Nonetheless, once the percentage value dropped to [INSERT PERCENT] of the entire facility, the exceeding monetary fund of [INSERT COMPANY] for organizational monetary gain started to make less to no sense.

* Basically, with all employees who are parents, regardless of the employer they belong to, should obtain reasonable discounts for tuition. [INSERT COMPANY] indeed spent a huge sum of money and obtained minimal to zero profit from the said investment.

**FORUMS**

There are selections given for adjusting and eliminating debt that are depleting, not unless if [INSERT COMPANY NAME] chooses to eliminate the facility as well as other connected institutions. Given a small portion of the [INSERT FACILITY NAME] facility being used by company employees, the option of a takeover was stated. There is a given operation that helps in finding an ideal management firm who eventually will take over the facility operations, making [INSERT FACILITY NAME] changes for the [INSERT DETAILS] possible. Looking for excellent care facility for some children of the employees could be easy and economical. However, decreasing child care facility for clients outside [INSERT COMPANY] could possibly cause a drop in public investments and authorization. Thus, if there is a lack of applicable child care facilities in the premises, then it’s highly likely there will be a movement of non-employees to a different day care center.

**EXPENDITURE**

Rather than parents and shareholders of [INSERT COMPANY], the community needs to be informed as well regarding the monetary updates caused by [INSERT COMPANY]. There will be a press conference at [INSERT LOCATION] on [INSERT COMPLETE DATE]. The details about the explicit facts and reasoning that is behind these modifications will be stipulated in [INSERT COMPANY]’s policy.

External individuals with funds invested in [INSERT COMPANY], and parents with kids in the daycare should be provided with answers in case of sudden changes and this should be done in a timely manner as possible. Aside from closing [INSERT CENTER NAME] entirely, modifications to the area should be done to lessen high expense cost. Certain changes could be done to activities and amenities provided at [INSERT CENTER NAME], as well as increased of enrollment costs. The modifications would require to obtain difference in economical aspect in [INSERT COMPANY NAME]’s return on investment.

That being said, overall public needs that were affected are considered to be part of the reimbursement process in the [INSERT CENTER’S NAME]’s amenities in attaining the most ideal resolve. Closing the entire facility is a feasible option in terms of expenditure. However, it can create possible disruption to the shareholders’ reputation that is within the said community. Hence, there are solutions provided in order to lessen possible damage and instead a need of recommendations is a must.

Here are some solutions that are surely feasible.

* A need to eliminate the number of operation hours for the facilities from [INSERT NUMBER OF HOURS] to [INSERT NUMBER OF HOURS], [INSERT NUMBER OF DAYS PER WEEK]. The [INSERT PERCENT VALUE] decrease of facility operations should help when it comes to the overall head costs. This includes electricity and material deterioration including childcare workers and material quantity.
* All free meals should be removed in the daycare for children. Instead, parents can prepare lunch boxes for their child to carry, or perhaps pay for the meal provided every day at [INSERT CENTER’S NAME].
* It is ideal to increase the costs for enrollment facilities except for those [INSERT COMPANY] employees who have dependents enrolled in less expensive daycare facilities depending on how long the child has been enrolled.
* The [INSERT NAME OF DOCUMENT] should be signed together with the required documents regarding new changes for the facility. The document will explain not just the changes but also the reasons why there is a need for such modifications. The expenditures and other finances will be updated regularly to make sure that if the changes will continue, creating succeeding plans and projects will be made.

[INSERT NAME OF PRESENTER]

[INSERT COMPLETE DATE]