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by Ff Df

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Change Management

Student's Name

Instructor's Name

Date

Vice President of Operations,

We-B-Well Health Foods Incorporation Employees,

Atlanta, Georgia.

Date

Dear employees,

The letter aims to describe the need for the change described in the company's website and the benefits of the alternations to the workers. The changes will be active in one month, where time sheets and payrolls, travel reimbursement, equipment and vacation request forms will be submitted online. There is a need for change to curb the present issue regarding internal systems since the number of hired workers is increasing. Primarily, the use of paperwork has caused delays and errors, which would be solved by the adoption of electronic and digitized systems. Hence, the increased number of employees implies that operations are growing, which has resulted in hundreds of papers circulating in the organization. In making the processes efficient and reliable, there is a need for the changes stated.

The usage of electronic and digitized systems rather than paperwork has several benefits to the company employees. The communication will be reliable, where the transfer of information from one party to the other will neither be delayed nor have errors. The action would thus boost the relationship between the workers and management indicating that issues rising would be solved on time. Besides, a reliable communication channel also means fewer conflicts between the parties involved. It is the case, as each party would understand their roles in operations.

As a result, the required duties would be executed, thus creating a fulfillment feeling among workers and also maintaining peace. In addition, employees will benefit from the changes as roles would be clearly defined. Currently, the slow flow of information has led to duplication of work while other areas remain unattended. With the integration of electronic form, internal systems will be reliable and efficient. Every employee will, therefore, understand their roles in the achievement of the set goals and objectives.

For that reason, the company ought to transform into an electronic form to curb the internal systems challenge. Since all employees are well equipped to implement the change effectively, it would benefit the entire organization, as timely communication and efficiency would be improved.

Name

Vice president of operations

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