**TO:** Management at Walker-Hunt

**FROM:** [Your Name]

**CC:** [Your Instructor’s Name and Class Section]

**DATE:** [Assignment Due Date]

**SUBJECT:** [Title for your memo]

**Recommendations for Walker-Hunt**

Here, briefly state the purpose of writing the memo, which in this case, is to propose a plan to assist Walker-Hunt (WH) with communication issues post-acquisition.

**Summary**

In this section, provide a background of the issues being addressed. Start with a compelling sentence. Example: “In the acquisition of Sato-Yamamoto, Walker-Hunt is faced with the challenge of [XYZ].” Highlight the key points that will be discussed in the memo without going into detail. This should set the stage for the recommendations and should be linked back to the need for taking action.

**Discussion**

This is where the bulk of the content will be. Start with an analysis of the challenges faced by the new employees, providing evidence from research or data to support your points. Discuss the implications of these challenges on the company’s operations and employee wellbeing. Keep the tone professional and avoid placing blame.

**Recommendation**s

Finish the memo with your **two specific recommendations.** Example: “I propose [My first recommendation] and [My second recommendation] …” State the immediate actions that should be taken and discuss any long-term strategies that could be beneficial. Explain how these actions can be implemented and the expected outcomes or improvements for the employees and the company as a whole.

**Closing Remarks**

End with a professional closure, inviting the managerial team to contact you for further discussion or clarification of the recommendations.

**References**

[Add your selected sources in APA format on a new page. Alphabetical order, hanging indentation, no hyperlinks nor URLs. [See this guide](https://www.bibliography.com/apa/how-to-write-an-apa-bibliography/) with examples and easy to follow instructions for APA 7. This section needs to be on its own page and titled “References”.]

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Gelfand, M., Gordon, S., Li, C., Choi, V., & Prokopowicz, P. (2021, September 17). One reason mergers fail: The two cultures aren’t compatible. Harvard Business Review. <https://hbr.org/2018/10/one-reason-mergers-fail-the-two-cultures-arent-compatible>

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\*Meyer, E. (2014). The Needle, Not the Knife. In The culture map: Breaking through the invisible boundaries of global business (1st ed., pp.195-218). PublicAffairs. <https://ebookcentral.proquest.com/lib/uark-ebooks/detail.action?pq-origsite=primo&docID=1634787>

\*Please note pgs. 61-88 of this book are also helpful

Potrel, V. (2022, December 1).  Four tips for effectively managing multicultural teams. Forbes. <https://www.forbes.com/sites/forbescommunicationscouncil/2022/12/01/four-tips-for-effectively-managing-multicultural-teams/?sh=444f52055821>

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Stahl, A. (2021, December 21). 3 benefits of diversity in the workplace. Forbes.  <https://www.forbes.com/sites/ashleystahl/2021/12/17/3-benefits-of-diversity-in-the-workplace/?sh=7d9e486222ed>

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