

A MEMO REPORT

TO: David Kaplan
FROM: Elizabeth Martinez
Kevin Lee
DATE: October 25, 20--
SUBJECT: Employee Turnover and the Issue of Child Care

The purpose of this report, which you requested, is to show that turnover among working parents may be positively affected by the introduction of a child-care program. The topics covered in this report include the importance, options, and implementation of the program.

Turnover reduction can be addressed in many ways. This report focuses on providing a child-care program as a means of reducing turnover. In addition to secondary research, personal interviews were conducted and integrated into the report.

Importance

Should an employer be concerned with the child-care problems of employees? In one study's sample of working parents, 17% had quit a job because they could not find adequate child care and 65% said they could not work without child care (Whitlow et al. 28). Since turnover is costly in time and money, an employer should be concerned with employees' child-care problems.

Costs of Turnover

It costs an employer \$6,000 per person to hire a new employee (Lubin et al. 43). This fact makes it pertinent for the employer to be assured of a long working relationship with each employee. Turnover costs average 1.5 times the annual salary of the position vacated, and of these costs 80% are hidden costs, such as the inefficiency of departing employees (Parks 58). The results of turnover problems in addition to rising training and development costs, deteriorating customer relations, and sinking reputations of companies include added costs of turn-over, poor morale among the best employees, and overworked human resources departments (Parks 58). The employer must be concerned with losses to the company of money, efficiency, productivity, and competitiveness.

How To Write A Memo Report

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Table of Contents How To Write A Memo Report

1. Understanding the eBook How To Write A Memo Report
 - The Rise of Digital Reading How To Write A Memo Report
 - Advantages of eBooks Over Traditional Books
2. Identifying How To Write A Memo Report
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an How To Write A Memo Report
 - User-Friendly Interface
4. Exploring eBook Recommendations from How To Write A Memo Report
 - Personalized Recommendations

- How To Write A Memo Report User Reviews and Ratings
- How To Write A Memo Report and Bestseller Lists
- 5. Accessing How To Write A Memo Report Free and Paid eBooks
 - How To Write A Memo Report Public Domain eBooks
 - How To Write A Memo Report eBook Subscription Services
 - How To Write A Memo Report Budget-Friendly Options
- 6. Navigating How To Write A Memo Report eBook Formats
 - ePub, PDF, MOBI, and More
 - How To Write A Memo Report Compatibility with Devices
 - How To Write A Memo Report Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of How To Write A Memo Report
 - Highlighting and Note-Taking How To Write A Memo Report
 - Interactive Elements How To Write A Memo Report
- 8. Staying Engaged with How To Write A Memo Report
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers How To Write A Memo Report
- 9. Balancing eBooks and Physical Books How To Write A Memo Report
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection How To Write A Memo Report
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine How To Write A Memo Report
 - Setting Reading Goals How To Write A Memo Report
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of How To Write A Memo Report
 - Fact-Checking eBook Content of How To Write A Memo Report

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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