

September 14, 2015

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Mr. Stephen Elop
Microsoft Corporation
One Microsoft Way
Redmond, WA 98052-7329

Dear Mr. Elop;

It was pleasant talking with you by phone this morning. The redesign of your letter to the devices team is complete and ready for your feedback. The letter originally got some bad publicity when it was leaked to the media, but with the following changes, you will be able to send this out and get an understanding response from your employees, as well as the media.

The changes made include: a header, the salutation, and removing a lot of the original text. The header gives your letter a more professional look while also nicely encasing your text to add a striking presentation. Next, the salutation was changed to set a more serious tone for the letter. Lastly, the text was consolidated the purpose of the letter easier to understand while still keeping all of the necessary information.

When choosing the paragraphs to keep, we first looked at the overall message of the letter. The letter was ultimately talking about taking the group in a different direction, so we tried to keep only the information that directly related to that. The information about Nokia, while important, was not critical to the message you are trying to send. We also looked at each paragraph individually to make sure that we included the critical knowledge for your employees in our redesign so that they would get as much information as efficiently as possible.

Please review the attached letter below by the end of the week, and reply to me with any comments or changes that you would like to make. If you have any questions, do not hesitate contact me by phone or email.

Thank you,



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Enclosures: Microsoft Memo Revision