Contents

[1 JOB SPECIFIC: 2](#_Toc210390095)

[KEYWORDS: Exceptions, Tolerances 2](#_Toc210390096)

[KEYWORDS: 2](#_Toc210390097)

[KEYWORDS: 2](#_Toc210390098)

[2 GENERIC 3](#_Toc210390099)

[KEYWORDS: People Leaving 3](#_Toc210390100)

[KEYWORDS: OOTO Message & Messages Ahead Of PTO 3](#_Toc210390101)

[KEYWORDS: Open Requests, Duplication Of Effort 4](#_Toc210390102)

[KEYWORDS: Expenses 4](#_Toc210390103)

# JOB SPECIFIC:

## KEYWORDS: Exceptions, Tolerances

\*\*\* Included as an example only \*\*\*

In my opinion, a decision needs to be made between Operations/Commercial, weighing up the:

* Commercial Value/Drivers
* Operational Input: Expected scrap if we take on the order with the tolerances as required by the customer. Manufacturing would have to confirm this.

And then making the right business decision on the way forward.

## KEYWORDS:

## KEYWORDS:

# GENERIC

## KEYWORDS: People Leaving

Hi ,

Sorry to hear that you are leaving!

Good to work with you for the past few years, and hope you have a great opportunity lined up, and there is a pot of gold waiting for you!

I’ll add you to LinkedIn as you just never know when our paths might cross again.

Where are you going?

## KEYWORDS: OOTO Message & Messages Ahead Of PTO

**OOTO Message (Short-Term)**

* I am out of the office with no access to emails.
* I am back in the office as normal on X.
* I will reply to your message on my return.

For urgent issues, I can be contacted on my cell/mobile

**OOTO Message (Long-Term)**

* I am out of the office with no access to emails.
* I am back in the office as normal on X.
* In the meantime:
* For X, please contact X
* For Y, please contact Y

For urgent issues, I can be contacted on my cell/mobile

**Working At Other Locations**

* I will be working in the X office in the W/C X.
* I will be checking emails intermittently, but there may be a delay in my response.
* I will return to the office as normal on X.

For urgent issues, I can be contacted on my cell/mobile

**Message Prior To Going OOTO**

Team,

I will be OOTO next week on holiday/PTO.  😉

Please let me know if there is anything that you need my input on prior to me being OOTO.

I can be contacted on my mobile/cell for anything urgent next week.

Best,

X

**Message On Return To The Office:**

All,

I am back at work now.  I am working my way through the backlog & playing catch up.

Please let me know if there is an urgent issue that you need my input on.

## KEYWORDS: Open Requests, Duplication Of Effort

Going forward, can I please ask that you direct requests like this to an individual, as opposed to a large distribution like “.”

Sending a request to a large group runs the risk of either:

* No one picking up the request - everyone assumes someone else will look at it.

***OR***

* Multiple people duplicating effort by looking at the same request.

Neither is ideal!

## KEYWORDS: Expenses

Taxi from hotel to office

Taxi from office to hotel

Payment for advanced seat booking

Return Flights to X

Food/Drink at the airport

Dinner with

Lunch with

Customer visit for