
8th October 2022

Dear Josh and Vicram,

We believe this company can be great. In the past year and a half, our Youtube subscriber count has increased by 3 million. Shoots that originally took 7-8 hours, now take 3-4. Our entire editing process has improved significantly from assembly to going live.

We are happy to be a part of that process as this company grows. However, issues have been arising consistently in our time here that are not only inhibiting the company's growth, but causing burnout, stress, and overall feelings of anxiety. We would like to address these issues earlier rather than later, in hopes that these issues can be fixed so our company can truly grow.

1. Clear and Respectful Communication
 - a. Transparency, on specific goals, budget, vision of what something is supposed to be so people can know what the process is and are able to give their input and implement
 - b. Transparency and respecting the work flow we have currently in place. Considering repercussions of what a decision might do to a workflow.
 - c. Increasing communication between management team and the rest of JW team to keep all employees informed of the goings on of pre-production, production, and decisions made that affect the workflow in general.
2. Never a Scenario or Justification for Anger
 - a. Need management to focus on de-escalation and a focus on providing value by seeking solutions, rather than trying to find blame.
3. Work / Life Balance
 - a. JWE employees are contracted to work 40 hours a week, and no more than 8 hours per day. Anything more and the company is contractually obligated to grant that overtime through written consent and/or coordinating with affected employees in a reasonable amount of time. We currently do not feel as if these standards are being met, and as such would like to see support from the company through additional personnel to accommodate the workload, increased monetary incentive, or restructuring of the workload.
4. Consistency and Pre-Production
 - a. In order to make sure the team is able to put their all into the company's projects we must have a clear understanding of the vision for the project and so that pre-production can be done to give the project the foundation necessary to see that it is carried out to its completion in the most efficient and quality manner possible.
 - b. Pivots and swift changes to the production schedule and run of shows bog down the process, scrambles communication, and overall brings down team morale and our ability to contribute to the project at our fullest ability. If changes need to be made then the reasonings behind the change and the methods in which the change will be happening must be communicated with the team in a reasonable amount of time so that such changes do not devastate our workflow and put stress on employees.

We address these issues because we are all eager to watch this company grow. Each of us have put our best efforts towards building this company into the goals we speak about every day. We would like to sit down and speak about these problems on _____ date. These things need to be addressed, and we look forward to speaking with you.

Signed,