



Memo Template

MEMORANDUM

TO:
CC:
FROM:
DATE:
SUBJECT:

BODY:

This is where you quickly state the key message of the memo. It can include new policies, hiring decisions, or any other business matter.

This is where you would include some details. For example, you would explain why that new policy is being implemented, or provide some more information about the role of the new hire.

This is where you would tell employees whether or not they need to take a certain action. Then, wrap up the memo with a quick thank you for their attention and cooperation.