

To: All Staff
From: The Manager
Date: May 27, 2010
Subject: Inappropriate use of time on Google Doodle games

It has come to my attention that many in the office have been spending time on the Google home page microgames. This memo is a reminder to use your work hours for work.

According to a recent article, the estimated daily cost of people collectively playing these games instead of working is over \$120 million—which is calculated based on the daily average increased time spent on the Google home page (36 seconds).

If these estimates are applied to our 600 office employees, this results in a nearly \$700 weekly loss. This is a conservative estimate considering the extensive discussions that occur about beating the office's current high score. The extra cost quickly adds up.

Of course, we don't want you to view our organization as a place of drudgery and draconian rules. I encourage a fun and competitive environment, and I recognize that we certainly won't be profitable if you are unhappy or dissatisfied with your jobs. This is just a reminder to be careful with your use of company time.

Example of general office memo

15.7. Guidelines and Tips

- **Clear subject line:** The subject line should be very specific to the topic or purpose of the memo. Subject lines are important to memos (as well as emails) because they have a large impact on whether or not the recipient reads the message. A vague subject line could cause the recipient to discard the memo (or delete the email) without reading it.
- **State your purpose in the first paragraph:** This is clubbed under the pre-writing stage of the memo. In this stage, an audience analysis should be kept in mind and purpose of writing a memo should be well-identified. Supply any relevant background information. Identify any task the memo is related to.
- **Summarize any potential objections:** Convey the information and supporting details relevant to the memo's purpose. Keep sentences tight and informative. Use bullets to list information.
- **Keep paragraphs short:** Keep paragraphs short and focused; one main idea per paragraph is a good rule of thumb for easy reading.
- **Use subheads between paragraph groups:** In long memos, headings are a great way to divide the material into manageable segments. They not only call attention to main topics but they let the reader know when there is a change in topic.
- **Use bulleted and numbered lists:** These help in clarification and ease of reading. It is easy to lose track in long lists separated by commas.
- **Request action:** With a closing, be precise on what needs to be done.

- **Be concise:** Include as much information as necessary. Memos should be short and concise; try to keep them to one page. If it is necessary to include lists, charts and graphs at the end, mention how these attachments are important to your memo.

To: Computer Programming Division
From: Vice President Lumbergh
Date: February 19, 2016
Subject: Attaching cover sheets to TPS reports

This is to remind the division that, starting today, we are now filing all Testing Procedure Specification (TPS) reports with new cover sheets.

The reason for this change is simple. In addition to a new format, the cover sheets provide a summary of the report as well as the updated legal copy. The new cover sheets also include Initech's new logo. Though this change may initially seem like a headache and an extra step, it is necessary to include the new cover sheets due to their updated information. Failing to do so will result in a confusing and inaccurate product delivered to our customers.

Please be sure to follow this new procedure.

Example of departmental memo

15.8. Types of Memorandum

There are many types of memos and may roughly be categorized as either one of the following:

- Information Memo
- Problem Solving Memo
- Persuasion Memo
- Internal Memo Proposal
- Directive Memo
- Response to an Inquiry Memo
- Trip Report Memo
- Field Report/Lab Report Memo

15.8.1. Information Memo

Information memo is used to deliver or request information or assistance.

Structure:

- First part provides main idea.
- Second part expands on the details.
- Third part outlines the action required.