

MEMO WRITING

Definition:

A memo is a short, formal message used to communicate within an organization.

Purpose: To inform, request, or remind.

Example:

Show a simple memo on the screen or board.

Example Memo:

TO: All Employees

FROM: HR Department

DATE: December 3, 2024

SUBJECT: Office Holiday Schedule

Dear Team,

The office will remain closed from December 25 to January 1. Please plan your tasks accordingly.

Regards,