Memorandum

A **memorandum** (abbrev.: **memo**) was from the [Latin](https://en.wikipedia.org/wiki/Latin) verbal phrase *memorandum est*, the [gerundive](https://en.wikipedia.org/wiki/Gerundive) form of the verb *memoro*, "to mention, call to mind, recount, relate",[[1]](https://en.wikipedia.org/wiki/Memorandum#cite_note-1) which means "It must be remembered (that)...". It is therefore a note,[document](https://en.wikipedia.org/wiki/Document" \o "Document) or other [communication](https://en.wikipedia.org/wiki/Communication) that helps the memory by recording events or observations on a topic, such as may be used in a business [office](https://en.wikipedia.org/wiki/Office). The plural form of the Latin noun *memorandum* so derived is properly *memoranda*, but if the word is deemed to have become a word of the English language, the plural*memorandums*, abbreviated to *memos*, may be used.

A memorandum can have only a certain number of formats; it may have a format specific to an office or institution. In law specifically, a memorandum is a record of the terms of a transaction or contract, such as a policy memo, [memorandum of understanding](https://en.wikipedia.org/wiki/Memorandum_of_understanding), [memorandum of agreement](https://en.wikipedia.org/wiki/Memorandum_of_agreement), or [memorandum of association](https://en.wikipedia.org/wiki/Memorandum_of_association). Alternative formats include memos, briefing notes, reports, letters or binders. They could be one page long or many. They may be considered as [grey literature](https://en.wikipedia.org/wiki/Grey_literature). If the user is a [cabinet minister](https://en.wikipedia.org/wiki/Minister_(government)) or a senior executive, the format might be rigidly defined and limited to one or two pages. If the user is a colleague, the format is usually much more flexible. At its most basic level, a memorandum can be a handwritten note to one's supervisor. In business, a memo is typically used by firms for internal communication, as opposed to [letters](https://en.wikipedia.org/wiki/Letter_(message)" \o "Letter (message))which are typically for external communication.[[2]](https://en.wikipedia.org/wiki/Memorandum#cite_note-2) Hence, we can consider memoranda as an upward communication process through which any complaint, issues, opinion, views and suggestion are put forward to the authorized level.

**Pengertian Memo**

Memorandum / Memo adalah pesan singkat yang ditulis oleh seseorang yang memiliki tujuan untuk memberikan informasi penting. Bisa berupa arahan, perintah, pengumuman, ataupun hal penting lainnya. Ada dua jenis memo yang biasa digunakan yaitu: **memo formal (resmi) dan memo informal (tidak resmi)**. Memo formal adalah memo yang biasanya ditulis oleh atasan kepada bawahan. Memo informal adalah memo yang ditulis oleh rekan kerja atau sesama teman.

**Struktur Memo**

Memo biasanya terdiri dari 3 bagian: pembukaan, isi, dan penutup.

**⇒ Pembukaan:**

·         Untuk siapa memo tersebut

·         Dari siapa memo tersebut

·         Tanggal pembuatan memo

·         Perihal

**⇒ Isi:**

Pesan singkat yang ingin disampaikan, sebaiknya jangan bertele-tele dan harus jelas. Namun, jangan menghilangkan informasi yang penting, seperti tanggal, waktu, dan tempat. Bahasa yang digunakan baiknya adalah bahasa yang sopan.

**⇒Penutup:**

Biasanya berupa tanda tangan dan nama jelas pengirim memo.

**Contoh Memo Formal Dalam Bahasa Inggris (1)**

Samsung Corporation

Jakarta, Indonesia

Official memo

To: All Employees

From: Jay Washington, Manager

Date: January 06th, 2014

Subject: Farewell ceremony

We will held a farewell ceremony for Ryan Smith, Assistant Manager. The ceremony will be held at 07.00 A.M on January 8th, 2014. All employees are required to attend the ceremony.

Best regard,

Jay Washington

**Contoh Memo Formal Dalam Bahasa Inggris (2)**

Toshiba Electronics Company

Seoul, Korea

Official memo

To: Ren William, Marketing Manager

From: John English, General Manager

Date: February 07th, 2014

Subject: Marketing report

Please prepare the last marketing report to be the material in the meeting that will be held on February 09th, 2014.

Best regard,

John English

**Contoh Memo Informal Dalam Bahasa Inggris (1)**

To:Fira  
From: Pita

Fira, when we will go out together? I will be free on Saturday and Monday. Let me know if you are free, too. Don’t forget to finish your project and work before the end of this month.

**Contoh Memo Informal Dalam Bahasa Inggris (2)**

To:Gita  
From: Genta

Gita, I have called you several times but you did not answer it. Please call me back tonight because I have many things to discuss with you about our work and event. Thanks.

<http://artikelmateri.blogspot.co.id/2015/11/contoh-memo-dalam-bahasa-inggris-dan-artinya-informal.html>

<https://en.wikipedia.org/wiki/Memorandum>