



Formal Correspondence

Memorandum



The Types of Correspondence



Memorandum

Formal letters



What is a Memorandum?



It is considered as an “inside” correspondence.

It is written to someone in your company.

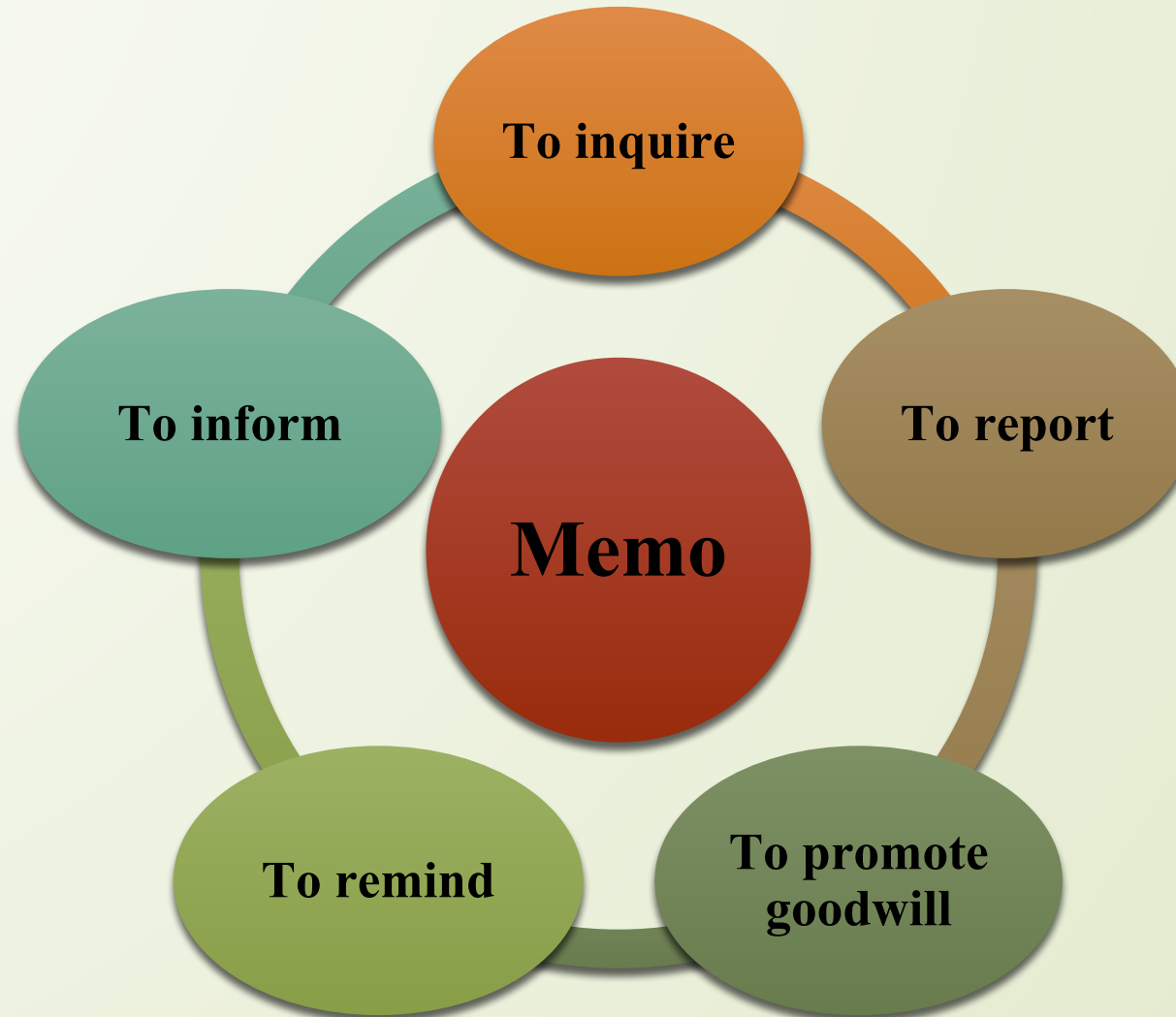
Why do we use memos?

To save something as a written record

To save time

To cut down on unnecessary expense

What are the purposes of memo?



What is the tone of memo?

Semi-formal/ Conversational



NOTE: A very formal tone might sound intimidating

How to structure a memo?

HEADING

- To
- From
- Date
- Subject

Opening Segment

- Purpose of the memo
- Facts, details, information

Body/Main Content

- Description of the main idea

Closing Segment

- A courteous closing statement
- Your expectations (if any)



Examples of Memo

Example 1

To: All Staff

From: The Manager

Date: May 27, 2010

Subject: Inappropriate use of time on Google Doodle games

Coworkers,

It has come to my attention that many in the office have been spending time on the Google home page micro-games. 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.

Thank you,

The Manager

Example 2

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.

Best regards,

Vice President Lumbergh

Practice

You are an administrative assistant. You want to tell 10 people about an upcoming computer training seminar. You are attaching a brochure about the seminar from the presenter, but you also need to inform them of the following:

- **what the training is for**
- **who the presenter is, including a brief statement about his/her background**
- **where the training will be held, including the date and time**
- **whether or not parking is available**
- **whether or not lunch and/or any refreshments will be served**