

# Memorandum

**DATE:** September 12<sup>th</sup>, 2019  
**TO:** Namanh Tran  
**FROM:** Chukwudi Ikem  
**SUBJECT:** Technical Writing Position Cooperation

## Introductory Summary

Namanh, it is with great pleasure that I write this memo in hopes that we may build an open and equally beneficial partnership. With your lead janitor experience and my experience with the company, we could collaborate our skills to accomplish great feats.

## Technical Writing

A man who progresses his leadership status as a lead janitor while attaining a degree as a computer scientist is one that I hope to work with in the future.

## Mutual Benefit

You and I both seem to be inadequate with our technical experience. With this in mind, it is paramount that we work together to open a much smoother integration into the field.

My weaknesses include completing tasks in a limiting amount of time, with experience you and I both can overcome our current roadblocks. You are greatly qualified with your academic experience, communication skills and being a leader.

## Importance

I have always excelled vocally and are open to issues that I may be experiencing, in other words, you will always be aware of how I am feeling at a particular moment which is important to teamwork and project management.

## **Conclusion**

I believe with our strengths that we could become a great technical writing team for this company. Please call me at ext. 616 if you wish to talk more about the details.