This memo was sent from the CEO to the company after a leave of absence was taken. It’s short but is one of the very limited memos I’ve gotten during my professional career.

Hello to all,

In April, I suffered a mini stroke (Transient Ischemic Attack).  I was released from the hospital after one night, and I am currently working from home while I undergo physical therapy.  I have reduced my work schedule to a more sustainable level and have begun and will continue to delegate certain of my duties to other managers. I look forward to returning to the office.

*(Name Removed)*

**Not Effective**

**Use Breathing length sentences:**

“I was released from the hospital after one night, and I am currently working from home while I undergo physical therapy”

This could be reduced to “I was only held in the hospital for a single night. Currently, I am working from home while I undergo physical therapy.”

**Eliminate Redundancy in Sentences:**

Old: I have reduced my work schedule to a more sustainable level and have begun and will continue to delegate certain of my duties to other managers.

New: I have begun and will continue to delegate certain of my duties to other management to put my work schedule at a more sustainable level.

This way takes out the “reduced” redundancy.

**Effective**

In April, I suffered a mini stroke (Transient Ischemic Attack).

This is straight to the point of the memo.