



INTERNAL OPERATIONS ADMINISTRATION

# MEMORANDUM

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**Document Type:** Policy & Procedure Template

**Issuance Date:** 2026-02-16

**Classification:** Internal Use Only

# Memorandum Template Specification

Document Date: 2026-02-16

## Document Control

Version	Owner	Approved By	Effective Date	Classification
1.0	Administration Team	Operations Manager	2026-02-16	Internal Use

## 1. Purpose

The memorandum template provides a consistent internal communication format for notices, instructions, policy updates, and cross-department announcements.

## 2. Mandatory Header Structure

Header

MEMORANDUM

To	Receiving department or function (Placeholder)
From	Sender full name and title (Placeholder)
Date	Auto-populated current date (2026-02-16)
Subject	Concise topic line (Placeholder)

## 3. Body Content Standards

- Opening statement: context and objective.
- Core details: instruction, update, or decision rationale.
- Required actions: who must do what and by when.
- Closing statement: escalation contact and next checkpoint.

## 4. Branding and Distribution

Footer must include NabtaTech branding and the document should be archived in the administration records folder after issuance.

## 5. Approval / Sign-off

Prepared By	Reviewed By	Approval Date