**Microcore Memo Instructions and Template**

At Microcore, as in other businesses, memos are used for internal communication among employees. Memos are more formal than typical email messages and will be archived, but are still relatively informal compared to other external facing documents.

When writing the content of the memo, make sure it is single-spaced, contains chunked paragraphs (not indented), employs headings to visually cue the reader, and starts with a forecast statement to lay out the information to be found in the rest of the document. Proper spelling, grammar, and attention to detail are all important.

Below is a table summarizing the key components of the memo, followed by an example memo using the Microcore Memo Template.

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| **Memo Components** | | |
| Heading and Footer | Use the Microcore Template | Using the Microcore template assures that your header and footer look the same and are clearly internal documents. |
| To: | After the TO: write the name and job title of the person to whom you are writing. | If you are on a first name basis with the addressee, use that (and last name) rather than title. Memos are informal, intra-organizational documents. |
| From: | After the FROM: write your title and name. This line is initialed. | Unlike a letter, the memo’s “signature” is the initialed name of the sender. There is no signature line at the end, as in a letter. |
| Date: | List the entire date. | This is not just an expected component, but an important record-keeping device.  Microcore, like most businesses, tracks correspondences chronologically. |
| Subject: | This section provides a context for the memo. Readers need to know immediately if and how the memo pertains to them. | Subject line needs to be relevant and meaningful. If you need your reader to read and take action, be sure you convey that. |

**Microcore Memo**

**To:** Bob, President of Human Resources

**From:** Brittany Sanders

**Subject:**  Self-evaluation

**Date:** 31 October 2015

This memo would begin by setting the context for the memo itself (what is your task here) and then would forecast the topics to come. Those topics should relate directly to the information you have been asked to provide.

# **My strengths**

This is just random text to show you how a memo ought to look with headings that respond to requested information. Descriptions and application processes for federal grant programs are available at the respective areas of federal agency websites.

# **Areas where I did not meet expectations**

Although I brought a number of important strengths to the investigation, there are two areas in which my performance was less than satisfactory. This is random information to show you how you need to write a transition between paragraphs in addition to including a heading to visually mark a change in topics. Another paragraph and a summary conclusion would follow.