

Audience and Purpose

- Why am I sending a memo?
 - Inform (change in policy)
 - Persuade (support a new plan)
 - Motivate (take action)
 - Announcements (death, retiree, promotion, new employee)

How to Write a Memo

- Use a formal, respectful tone
- Follow proper formatting
- Be clear but concise (one topic!)
- Proofread!

Memo

< Title Memo or Memorandum

Heading, left aligned
To, From, Date, Subject >

To: Department Heads
From: Chobura Lynn
Date: December 10, 2006
Subject: Annual Bonus Leave for Employees with Outstanding Performance

Introduction >

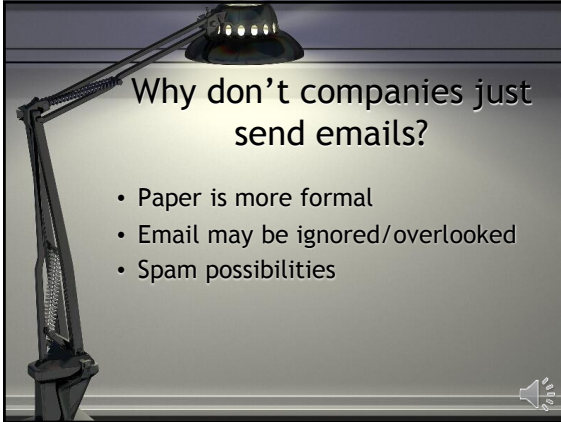
Starting January 1, we will introduce the following modification in our company policy with regard to annual leave: every year one employee from each department will be awarded special annual bonus leave for outstanding performance.

Body >

The eligible employees will have additional five (5) days of annual leave credited on January 15. The bonus leave will be accounted for separately and will remain available until used, notwithstanding any other limitation of the total number of days of annual leave that may be carried forward.

Conclusion >

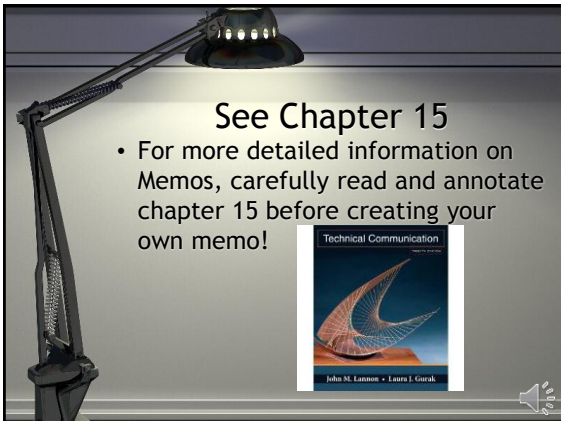
We will have a meeting on December 15 at 10:00 a.m. to discuss the results of the 2006 performance evaluation and approve the final list of employees eligible for the bonus. The announcement to the employees will follow the meeting. If you have any questions or comments, please let me know before the meeting.



Why don't companies just send emails?

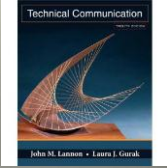
- Paper is more formal
- Email may be ignored/overlooked
- Spam possibilities

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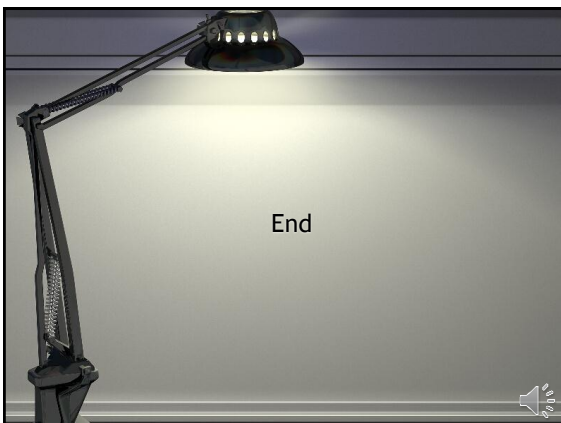
See Chapter 15

- For more detailed information on Memos, carefully read and annotate chapter 15 before creating your own memo!



Technical Communication
John M. Lannon • Laura J. Gurak

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End

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