

Memo

Anderson Manufacturing Inc

Memo title includes company's logo

To : All Supervisors

Recipients

From : Sharon Laslow, CEO

Sender's name and position in company

Date: May 24, 2022

Date is written out to avoid confusion

Re: Set up Training Session for Employees

Memo's subject line is clear

Main point in first paragraph

Please meet with individuals on your team to ensure that each of them is enrolled in one of the mandatory Business Communications Skills sessions scheduled below.

During the senior management meeting last month, it was decided that all office employees would benefit from a review of business communication skills. To that end, Communication Experts Inc. will conduct five, four-day sessions on site during September 2022.

Background information

The pleasant and productive sessions will include an overview of basic sentence skills and grammar, as well as, strategies on how to craft effective internal and external e-mails.

Following are the dates and times for each session.

Session	Dates	Times
Session 1	September 5, 12, 19, 26	9 a.m. – 12 p.m.
Session 2	September 5, 12, 19, 26	1 p.m. – 3 p.m.
Session 3	September 6, 13, 20, 27	9 a.m. – 12 p.m.

Session 4	September 6, 13, 20, 27	1 p.m. – 3 p.m.
Session 5	September 7, 14, 21, 28	1 p.m. – 3 p.m.

Instructions
specified

Stagger your employee enrollment across the five sessions so that your department can continue to function while a few individuals are absent.

During your meeting with each employee, review the attached syllabus, which details the program's content, why we have initiated it, and how employee participation will be evaluated.

If you anticipate scheduling issues, please contact Lillian Mak immediately. Otherwise, complete and submit the attached session schedule to Lillian Mak's office mailbox by June 7.

No email address is provided because this is an example of a traditional memo used before the digital age.