Memo

Memo: Memos are a form of communication that can be written and disseminated in hard copy or electronically. They usually are created by people within a company for either the entire company or for specific groups. Memos are moderately formal.

Most companies have their own formatted memo form that includes the company logo. When using a company’s formatted memo, if you have more than one page of information, print the following pages on plain white paper.

Memos have two purposes:

1. Bring attention to and solve problems
   - Report results
   - Delegate responsibility

2. Inform readers about new information or persuade readers to take actions
   - Provide information to employees
   - Announce policy changes

Avoid sending memos to people who do not need the information.