[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Internal Memo

Writing memos people actually read: one subject, the decision or request up front, and the action needed with a deadline.

Document control: Document: Internal Memo Template **Version:** 1.0 **Prepared by:** _____

Owner: _____ **Date:** _____ **Review date:** _____

To: _____ **From:** _____

Date: _____ **Subject:** _____

Copies to: _____ **Effective date:** _____

Purpose [Company name] **is changing** [what is changing] **from** [Effective date]**. This memo explains what changes, what stays the same, and what each team must do.**

What changes

Area	Before	After
Example: Visitor sign-in	Paper book at reception	Digital sign-in at the reception tablet; badges still issued
Example: Meeting room booking	By email to reception	Directly in the shared calendar

Action required

Action	By when	Owner
Example: Complete the 15-minute briefing	Friday this week	All staff

Contact for questions: Questions to: _____ **Briefing session (date and time):** _____

Where the full policy is kept: _____

Completion checklist: [ ] The memo states the change, the effective date, and who is affected.

[ ] Every action has a deadline and an owner.

[ ] The memo was sent to everyone affected, and questions have a named contact.