

Writing a Memo

Example Memo

Date: April 25, 2011

To: Academic Advisors; Susan Campbell; Darleen Harding; James Russell

From: Kimberly Sullivan

Subject: New Communications Degree Training

We are pleased to announce the addition of a new technical communication degree in the School of Humanities. All academic advisors are required to attend the training session on Monday, May 2, 2011, at 10:00 AM ET in the Laguna Conference Room.

The Bachelor of Science in Technical Communication is a new degree program that will be launched May 15, 2011, in the School of Humanities. Because this degree is new and many faculty and staff are unclear as to what this program is about, as well as career opportunities for graduates with this degree, Kimberly Sullivan will conduct an hour-long training that will give you information about the degree and career options. Please plan on attending this training. One make up session will be given on Wednesday, May 4, 2011, at 10:00 AM ET in the Laguna Conference Room for those employees that are out on Monday.

If you have any questions or concerns about this new degree program or the training, please contact Kimberly at x123 or ksullivan@abcuniversity.edu.