MEMO TEMPLATE

Memo headings are 12 pt. bold, all caps

MEMORANDUM *(16 point bold, all caps)*
(DS)
TO: → → Tom Carlson, Julie Smith, Roger Meyer, Edna Renick
(DS)
FROM: → Harvey Rosen, Financial Services
(DS)
CC: → → Nancy Wells, CEO *(not always used)*
(DS)
DATE: → September 9, 2007
(DS)
SUBJECT: →Mandatory Payroll Deductions
(DS)

MEMORANDUM
Top Margin: 1"
Left & Right Margins: 1"
Times New Roman, 12 point font
Unless otherwise instructed
Arrow (→) = Tab

It has come to my attention that some employees believe that payroll deductions are optional. Please share the following information with the employees in your respective departments. It can be found on page 23 of our Personnel Manual.
(DS)
I've attached the Compensation section from our HR Manual for your reference. Highlights from this section include: Direct Deposit, Payroll Deadlines, and Making Changes to Tax Withholding (W-4).
(DS)
If any of your employees have questions, please let me know and I'll be more than happy to address them on an individual basis. Thank you for your time and attention to this matter.
(DS)
xx (*reference initials, lowercase)-person who types its initials.*
(DS)
Enclosure (**Enclosure or Attachment notation:** OPTIONAL - *if no notation is necessary; based on information in the Body of the letter)*