

THE MEMO TEMPLATE

FOR EFFECTIVE WORKPLACE WRITING

WORKPLACE MEMO

To:
Cc:
From:
Date:
Subject:

Use bullets or numbers.
Do the work for your reader. Separate out key information into easily-digestible lists in both the intro note and body.

[Insert a brief note that highlights your call to action and provides a bulleted outline of the content included in the memo body.]

Enclosures: [List attachments]

[Body of Memo:
-Main point
-Elaborative or supporting points
-Conclusion/call to action]

Use bolded sub-headers.
If your memo is longer than one page, use bolded sub-headers to organize the content - and help your reader assimilate your content.

Expert Tip:

Unlike an email, paragraphs can be longer than 3 lines. Still, keep them as tight as possible; remember: readers subconsciously view longer paragraphs as arduous and are less likely to read through them.