**[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. Add or remove table rows to fit your needs. 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 |
| **Prepared by** | **[Name and role]** |
| **Owner** | **[Name and role]** |
| **Version** | 1.0 |
| **Date** | **[DD Month YYYY]** |
| **Review date** | **[DD Month YYYY]** |

| | |
|---|---|
| **To** | **[To]** |
| **From** | **[From]** |
| **Date** | **[Date]** |
| **Subject** | **[Subject]** |
| **Copies to** | |
| **Effective date** | **[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 |

## [Company name]

| Area | Before | After |
|---|---|---|
| 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** | |

[Company name]

## Completion checklist

| ✓ | Check |
|---|---|
| | 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. |