[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
Example: Meeting room booking	By email to reception	Directly in the shared calendar

[Company name]

Area	Before	After

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

✓	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.