Ashford Business Services Ltd

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	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	1.0
Date	**9 November 2026**
Review date	**9 November 2026**

To	**To**
From	**From**
Date	**9 November 2026**
Subject	**Subject**
Copies to	
Effective date	**9 November 2026**

Purpose

Ashford Business Services Ltd is changing **what is changing** from **9 November 2026**. 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

Ashford Business Services Ltd

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	

Ashford Business Services Ltd

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.