
Interoffice Memo to Employee

To: [Employee's Name and Job Title]
From: [Your Name and Job Title]
Date: [Month Day, Year]
Subject: [Brief and Clear Subject of the Memo]

Introduction:

This memo is to inform you about [specific issue or subject]. We appreciate your dedication and effort toward your work, and this communication aims to address [specific topic, e.g., performance feedback, task updates, or policy changes].

Details:

We want to bring to your attention the following points:

1. **Key Updates:** Your recent work on [specific project or task] has been commendable. However, we noticed [specific issue or area for improvement, if applicable]. Please ensure that the next steps align with [specific standards or expectations].
2. **New Responsibilities:** As part of our evolving strategy, we are assigning you new responsibilities in [specific area]. These include:
 - [Responsibility 1]
 - [Responsibility 2]
 - [Responsibility 3]

Expectations:

We expect you to [specific expectations, such as completing tasks within deadlines, adhering to company policies, or improving specific skills]. Support will be provided through [training sessions, team meetings, etc.].

Conclusion:

Please acknowledge receipt of this memo and share any queries or concerns. We look forward to your continued contribution to the team. Contact [Your Name] or [Manager's Name] for clarification.