

Template

<i>Doc Name:</i>	Internal Company Memorandum Template
<i>Date:</i>	June 2019
<i>Endorsed By:</i>	Directors
<i>Doc Code:</i>	TEMP001

Copy and Paste the below sample template into “New Mail” when issuing an internal company wide memorandum:

(Update areas highlighted in yellow)

RJA Memorandum

To: RJA Head Office Employees; RJA Site Foremen; RJA Project Managers
From: Lyndon Hawkins – Company Director
Date: 14th September 2019
Subject: RJA Memorandum - Payroll Update

Dear RJA Employees,

[Insert Content]

Kind regards,

Lyndon Hawkins

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