

INTERNAL MEMORANDUM

(Sample Topic: NAME TAGS)

TO: [SPECIFY RECIPIENT]

FROM: [SPECIFY SENDER]

DATE: [SPECIFY DATE OF ISSUANCE]

RE: [SPECIFY SUBJECT]

Purpose: The rationale behind the issuance of this memorandum is to clarify the criteria and other relevant requirements for the name tag design contest for our office [SPECIFY NAME OF OFFICE]. This will emphasize the goals of the contest, the requirements, evaluation and assessment process, and other important reminders.

Goals

This contest aims to feature the creative minds of the members of [SPECIFY OFFICE NAME] especially on how they interpose or create name tags that feature their personalities and character. Furthermore, it will also foster the principle of teamwork which is very important in the conduct of our daily operations. From the list of participants, three winners will be chosen and will be declared on [SPECIFY DATE].

Constraints

As discussed by the office managers, there are minimal constraints when it comes to the implementation of this project. Here are some of the raised concerns during the meeting:

- Members are given limited time to prepare.
- The contest will interrupt all the members' performances of their daily tasks and deliverables.
- The difficulty of coming up with an agreed size of the name tag.
- Issues regarding the durability and readability aspect of the name tag.
- Conflict of schedules specifically pertaining to the date of the activity in relation to an upcoming company event.



Examples Of Internal Documents

Rosina Ehmman



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