INTERNAL MEMO			
LAYOUT	Lines	DESCRIPTION	REMARKS
HEADER	Reference Number	Memo Identification Code & Number	Its automatically generated within Easy Memo Application
	Date	Memo Issuing Date	10 March 2023 Abbreviations not to be used
	From	Indicates the Sender Job Title	Indicating only Job Title (e.g., Manager, Corporate Communication)
	To	Indicates the Recipient/s Job Title	Indicating only Job Title (e.g., Manager, General Services)
	Cc	Recipient/s Receiving a copy of the Memo	Listing Recipient/s who should have a copy of the memo for them. Information or reference but are not expected to carry out the same action as the recipients listed in the (To) Line.
	Subject	Indicates the Main Subject of the Memo	Should be clear specific and concise as possible (Sentence Case)
BODY	Introduction	States the purpose of the memo	
	Discussion	Discussion covers all the details, fact & research that supports the idea.	
	Closing	suggest or request action	
	The Complimentary Close	The complimentary close is a short and polite remark that ends your memo	(e.g., Sincerely, Sincerely Yours, Regards, Yours Truly, & Yours Sincerely, etc.)
FOOTER	Signature	Author Signature	For a hard copy letter, use black or blue ink to sign the letter.
	Name	Author Name	Name (e.g., First, Middle, Last)
	Identification Initials	Indicates the subordinates' initials if the sender is not the one who personally generated the document.	Initials are arranged based on hierarchical level. (e.g., ABC, DE, EF)
	Attachment Notation (As Applicable)	Attachment is part of the Memo; it adds or describes the information within the Memo	Attachment (e.g., Excel Sheet, Chart, Table, etc.) It must be mentioned in the body of the Memo
	Enclosure Notation (As Applicable)	Enclosure is treated as a separate document added to the Memo	Enclosure. No need to mention in the body of the Memo
	Reference Letter (As Applicable)	Referring to a related Letter	
	Distribution List	Recipient/s Receiving the Memo	If it is not possible to fit all the names in the (To) Line, use the phrase "See distribution list." at the end of the memo arrange the names by rank, department or alphabetically

Note:
For Font Type/Size, Please Refer to the **"Corporate Identity Manual & Guidelines"**