MEMORANDUM

To          Project Manager

Copy

From        Angus Smissen, General Manager

Telephone

Date

Records ref. no. 4 April 2xxx

Subject     Work space innovation

We need to make sure that the new office set-up and design really encourages and supports innovation and cross-department collaboration.

Can you get me a plan or proposal by next week? Of course, I expect you’ll talk to other staff about this and get their ideas and input. I suggest you put a small team together to work on this.

Thanks,

Angus