

Memorandum

You are the National Bank Company's manager, and you want to send a memorandum to all the staff to explain that they will have 3 free days (vacations) because they have worked hard. The vacations will be from September 30 to October 3. Complete the information and fill the next memorandum.

MEMORANDUM NUMBER _____

TO: _____

FROM: _____

SUBJECT: _____

DATE: _____

_____:
