

INTEROFFICE MEMORANDUM

Instructions: Look at the Memo below to the right. Label the parts of the memo by using the capital letters linked to the terms below to the left.

- A.Body
- B.Enclosure
- C.Heading
- D.Reference initials
- E.Title

MEMO

MEMORANDUM

TO: Harbour Island All Age School Teachers

FROM: Computer Department

DATE: January 13, 2022

SUBJECT: CYBER SECURITY MONTH

This memo displays the outcome of items discussed during the latest staff meeting regarding Cyber Security Month.

Voting result (16-7; for-against) determined that the observation of Cyber Security Month will be postponed to accommodate all and encourage more participation.

pm

Enc.

Created by: P. Hield

