Drag and drop the basic memo parts at the appropriate position

[ ]

[ ]: All employees

[ ]: Personnel manager

[ ]: September 10, 2021

[ ]: Postpone meeting

[ ] The meeting on September 25, 2021 has been changed to September 20, 2021 at 9:30 am.

[ ]

Memorandum	Body	
From	To	Subject
Date	Senders name	

LIVEWORKSHEETS