

# 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

