

# 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: \_\_\_\_\_

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