

# Memo

## MEMORANDUM

To: Marketing Team

From: Alex Smith, Marketing Manager

Date: June 17, 2024

Subject: Mandatory Digital Marketing Strategies Workshop

Dear Team,

I hope this memo finds you well. I am writing to inform you about an important upcoming training workshop on digital marketing strategies.

As part of our continuous efforts to stay ahead in the competitive market, it is crucial for our team to be updated with the latest trends and techniques in digital marketing.

The details of the workshop are as follows:

- Date: June 24, 2024
- Time: 10:00 AM - 4:00 PM
- Venue: Conference Room A
- Trainer: Mr. John Doe, a renowned digital marketing expert

All team members are required to attend this workshop. Please ensure you are present and punctual. If you have any prior commitments that may prevent you from attending, inform me as soon as possible.

Thank you for your cooperation and commitment to our team's growth. I look forward to seeing you all at the workshop.

Best regards,

Alex Smith  
Marketing Manager





# Memo

1. What is the subject of the memo?

Ans : \_\_\_\_\_

2. Who is the memo addressed to?

Ans : \_\_\_\_\_

3. Who is the sender of the memo?

Ans : \_\_\_\_\_

4. What is the date of the memo?

Ans : \_\_\_\_\_

5. What time will the workshop be held?

Ans : \_\_\_\_\_

6. Where will the workshop take place?

Ans : \_\_\_\_\_

7. Who will be conducting the workshop?

Ans : \_\_\_\_\_

8. Is attendance at the workshop optional or mandatory?

Ans : \_\_\_\_\_

9. What should team members do if they have prior commitments on the day of the workshop?

Ans : \_\_\_\_\_

10. What is the purpose of this memo?

Ans : \_\_\_\_\_

