[TITLE PAGE]

**Student Name**

**Purdue University Global**

**Course - Instructor**

**Date**

**Employee Motivation Memo**

**MEMO**

**TO:** Philip Thomas, VP Human Resources

**FROM:** Student Name, Consultant

**DATE:** (insert date here)

**RE:** Employee Motivation

In this section you should direct your findings and recommendations to VP Thomas in the form of a memo.

**REFERENCES**

Include all external sources used here. See the “Citation and Plagiarism Resources” guide in “Academic Tools” for more details about citing sources.