

Business Memos:

A business memo is a document commonly used in the workplace to convey information to company employees. In that sense, it is an internal document, which means that, generally, the audience is internal to the company; it is not a form used for outside customers or clients.

The purpose of a memo, usually, is to inform board members, managers, or employees of policies or other company-related matters, such as a change in a process or procedure, an upcoming company initiative, personnel changes, or concerning matters related to a meeting.