



EP Clothing
Sleek & Stylish

Job #3 Office Memo



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Directions: This will be your first official job at EP clothing. Mr. Gold is the CEO of the company (chief executive officer: i.e. the top guy) and he would like to see the company go more “green.” This means he would like to see the company be more environmentally aware. Your office manager, Mr. Boss, would like you to send out a memo to all employees letting everyone aware of this. You need the memo to be quick and to the point, but you also need to make sure all the information is there.

You will need at least two sentences stating how the company will be going green and then a bulleted list stating what the company will be doing to accomplish this task. Use the “memo template” to get started. DO NOT start with a blank document on this one.

Hints:

- Make sure the “To, from, date, RE” are all aligned the same.
- The RE is the subject matter, meaning “regarding”
- You can use the same bulleted list that is on the Sample Memo. You should have at least a couple of sentences in your own words first, however.
- The initials at the end are reference initials. This is who actually typed the letter. The “ss” on the sample is Susie Summers. You use YOUR initials.