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| Company Name |
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# Memorandum

To: Recipient Name

From: Your Name

CC: CC Name

I am writing this to inform you about the meeting which is going to be conducted next week. As a senior chairperson, it is very important for me to attend that meeting since it will be very beneficial for our company. There are project tasks which I want to handover to some experienced staff members. I would like you to have a meeting with me in which I will hand-over some responsibilities to all of you. The meeting will be conducted at 12 p.m. at conference room. Hope to see you there.