Memorandum

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| COMPANY NAME |

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| To: | Recipient names |
| From: | Alex |
| CC: | Recipient names |
| Date: | Date |
| Re: Subject  The purpose of this memo is to clear few work ethics and your responsibilities as an employee of our organization. You have been selected as a database analyst in [ABC company] and I want you to give your joining from May 1, 2019. You will receive your job description in 2-3 days. But before that, I want to explain few aspects of being a member of database corner which you are directed to observe throughout.  Below is a list of few important and critical points that need your full focus and mindfulness. The company tolerates no negligence in implementing them.  **Confidentiality**: You are requested to keep the data of company safe from any kind of unauthorized or illegal access.  **Meeting Deadlines**: You are entitled to meet the expected deadlines given by the company to provide the assigned tasks. A delay in updating the core database or performing any operation on it will result in a delay of other business functions as well. Therefore, time is of utmost importance in your respective department.  **Frequent Communication**: If you are dubious about any assignment and needs further assistance, just communicate with your team lead before implementing a task wrong.  **Accurate Performance**: Accuracy in maintaining a database and carrying its tasks holds great value. We want the information about each employee and the company to be fully accurate and complete.  **Observe Time Management**: Time is important for all members of the company, from manager to our guard; everybody follows the timetable set by our organization. Therefore, you are requested to do the same.  The above-mentioned points are generic for all but hold more value in specifically your department. I want you to succeed by following all rules and work ethics. You will become a trump card of victory in no time if you observe the attitude we recommend.  If you still want to discuss this further, you may visit my office during the official timings mentioned. | |