Date: [Insert Date]  
To: [Insert Recipients- E.g., All Staff Members]

**MEMO: [INSERT SUBJECT LINE]**

Dear [Insert Recipients,

I hope this message/email/notice finds you well.   
  
I am writing to you to [Insert a brief introduction that states the purpose of the memo].   
  
[Insert a concise overview of the subject matter of the memo and how it will impact employees. Provide specific details about when the subject matter of the memo will be implemented, if there are any exemptions or exceptions to the subject matter of the memo, and if any aspects of employment will be affected.]   
  
[If applicable, Insert the specific legislation that is being referred to or adhered to in relation to the subject matter of the memo, for example: the Ontario Employment Standards Act, 2000, the Ontario Occupational Health and Safety Act, etc.]  
  
[Insert any specific steps or actions that employees are responsible for taking in regards to the subject matter of the memo. Be specific about who is responsible for what and what date/time by which they should have completed these specific steps]. **OR** [If employees do not need to take any steps, insert any specific steps the management team is taking in order to implement the subject matter of the memo, for example: if additional training will be provided].  
  
[If there are any supporting documents, resources, or additional materials related to the memo, list them here or provide details about where they can be located].  
  
[Insert the name, title, and contact information of the individual responsible for supporting employees with the steps they are responsible for or if any employees have questions or concerns about the subject matter of the memo].  
  
Thank you for your attention to this matter and your continued dedication to our team.   
  
Sincerely,

[Insert Name,

Insert Title]  
<Organization Name>