

# Sample Internal Memo EnglishClub.com

## **CHOCOLATE HEAVEN EMPORIUM**

### **MEMORANDUM**

**TO:** All Staff

**FROM:** Management T.C.

**DATE:** November 9th, 20--

**SUBJECT:** STAFF CHRISTMAS PARTY

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It's that time of year again. As you all know, Christmas is our busiest season of the year. Every year it is a struggle for management and supervisors to find the time and energy to organize a staff Christmas party. This year, we have decided to postpone the Christmas party until after our busy season.

#### Party Details

- Date: Second or third Saturday in January (T.B.A)
- Theme: Beach
- Food: Caribbean
- Special events: Karaoke and belly dancing

We apologize that the celebration will have to wait until the new year, but we guarantee that it will be worth the wait. Anyone interested in volunteering to help out with the event is encouraged to call Lucy, our events coordinator. Lucy's cell phone number is 222-3098. Please contact Lucy outside of business hours regarding this matter.

Thank you.

T.C.

**Useful vocabulary:** *struggle, postpone, T.B.A., apologize, guarantee, encouraged, coordinator, regarding*