Sample Memo

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Commonwealth Press

MEMORANDUM

February 26, 2009

To: Editorial assistants, Advertising Department

cc: Stephen Chapman

From: Helen Brown

Subject: New database software

The new database software will be installed on your computers next week. I have scheduled a training program to help you become familiar with the software and with our new procedures for data entry and retrieval.

Training program
A member of our IT staff will teach in-house workshops on how to use the new software. If you try the software before the workshop, please be prepared to discuss any problems you encounter.

We will keep the training groups small to encourage hands-on participation and to provide individual attention. The workshops will take place in the training room on the third floor from 10:00 a.m. to 2:00 p.m.

Lunch will be provided in the cafeteria.

Sign-up
Please sign up by March 1 for one of the following dates by adding your name in the department's online calendar:

- Wednesday, March 4

- Friday, March 6

- Monday, March 9

If you will not be in the office on any of those dates, please let me know by March 1.

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