

MEMORANDUM

Meaning: A memorandum is a written message or document used for communication within an organization, often outlining policies, procedures, or important information.

1. The manager distributed a memorandum outlining the new company policies.
2. She referred to the memorandum during the meeting to clarify the project's objectives.
3. After reviewing the memorandum, the team felt more prepared for the upcoming presentation.
4. The legal department issued a memorandum regarding the changes in compliance regulations.
5. His memorandum included all the necessary details for the annual budget proposal.

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