**Interoffice Memorandum**

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| to: | Recipient Name |
| from: | Your Name |
| subject: | Enter Subject |
| date: | Enter Date |
| CC: | cc Name |

The purpose of this memo is to update you about your business functions as a team lead of front-end developers in our organization. As you have been working in our company for about 4 years, we have realized your great accomplishments throughout this time period.  We appreciate your tireless efforts and great logical planning of executing any task in a new and updated manner.

Therefore, the company decided to update your current responsibility stack and make you the team-lead of the most important aspect of website development. An aesthetically appealing and user-friendly website front draws more attention than the vice versa. And over the time I have realized that you are one of the finest employees in implementing this accurately, therefore I want you to train and motivate your colleagues in doing so.

This will be beneficial for both our company and your career. Being skilled in more than one segment of any profession is always in an employee's favor. You are requested to visit my office tomorrow morning at 10:00 am to further discuss this matter and queries if any.