

To: [Employee Name]

From: [Your Name]

Subject: [Subject of Memorandum]

Dear [Employee],

I wanted to bring to your attention an important update regarding [Subject of Memorandum].

As you may be aware, we have been working on [Project/Initiative] for the past few months. I am pleased to inform you that we have made significant progress and are on track to complete [Project/Initiative] by [Deadline].

In order to ensure the success of this project, I will be holding [Number] team meetings per week to review our progress and address any issues that arise. I encourage you to actively participate in these meetings and bring any concerns or ideas you may have to the table.

I am confident that with your hard work and dedication, we will be able to complete this project on time and to the best of our abilities. Thank you for your contribution to this important initiative.

Sincerely,

[Your Name]