

MEMO

To: All Employees
From: Your Name
Date: February 22, 2008
Subject: Training Schedule

Here is the schedule of courses being offered next week. If you haven't signed up, see me immediately.

Course Name	Location	Time
Word 1	Conference Room A	8:30 – 11:45
Word 2	Conference Room B	1:30 – 3:30
Excel 3	Conference Room C	8:30 – 3:30
Intro to the Internet	Media Lab	1:30 – 3:30