**MEMO OF ANNOUNCEMENT**

**To:** [Recipients' Names/Departments]

**From:** [Your Name/Position]

**Date:** [Date]

**Subject: Announcement of [Event/News/Update]**

**Dear [Recipients' Names/Departments],**

I am pleased to announce [briefly describe the event, news, or update]. This is an exciting development for our company and we wanted to share the details with you.

**Details of the Announcement:**

What: [Describe what is being announced]

When: [Date and time, if applicable]

Where: [Location, if applicable]

Who: [Involved parties or departments]

**Key Points:**

[Key Point 1]

[Key Point 2]

[Key Point 3]

**Impact:**

[Describe the impact of this announcement on the company, employees, or other stakeholders]

**Next Steps:**

[Describe any actions required from the recipients, if applicable]

We are excited about this development and look forward to the positive impact it will have on our team and company. If you have any questions or need further information, please do not hesitate to contact [Contact Person] at [Contact Information].

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]