

SOP: Internal Memo Distribution Procedures

Purpose

This SOP details the **internal memo distribution procedures**, including the creation, approval, formatting, and timely dissemination of memos within the organization. It ensures that all employees receive clear, consistent, and accurate information by specifying designated distribution channels, recipient lists, and follow-up actions. The purpose is to enhance internal communication efficiency, maintain proper documentation, and support organizational transparency and coordination.

Scope

This procedure applies to all internal memos circulated within the organization, regardless of department, function, or hierarchical level.

Responsibilities

- **Memo Author:** Drafts the memo according to set guidelines.
- **Department Heads/Supervisors:** Reviews and approves memos within their jurisdiction.
- **HR/Administration:** Maintains records, oversees distribution, and ensures adherence to this SOP.
- **Recipients:** Acknowledge receipt and act on the memo content as required.

Procedure

1. **Memo Creation**
 - Follow standardized memo template (see [Memo Template](#) below).
 - Include subject, date, sender, recipients, and concise, clear content.
2. **Approval**
 - Submit draft to the relevant department head or supervisor for review.
 - Revise as necessary based on feedback.
 - Obtain written (email or signature) approval prior to distribution.
3. **Formatting**
 - Ensure clarity, consistency, and professionalism in formatting.
 - Use approved fonts, letterhead, and branding as per the organization's style guide.
4. **Distribution**
 - Identify intended recipients (individuals, teams, or all staff).
 - Use designated channels (e.g., internal email, intranet, notice boards).
 - Send the approved memo and request recipients to acknowledge receipt.
5. **Follow-up and Documentation**
 - Maintain electronic and/or hard copy record of memos and distribution lists.
 - Archive memos as per retention policy.
 - Verify acknowledgements and take necessary actions on non-responses.

Memo Template

FIELD	DETAILS
To	[Recipient(s) Name(s) or Department(s)]
From	[Sender Name/Title]
Date	[MM/DD/YYYY]
Subject	[Memo Subject]
Message Body: [Clear, concise message. Use bullet points or short paragraphs for readability.]	
Action Required: [Instructions for recipients. Specify deadlines and response expectations if applicable.]	

Contact Information:
[Who to contact for questions/clarifications]

References

- Internal Communications Policy
- Document Retention Policy
- Employee Handbook

Revision History

Date	Version	Description	Author
[MM/DD/YYYY]	1.0	Initial release	[Name]