

MEMORANDUM

TO: All (Your Business Name) Employees
FROM: (Your Name), CEO
DATE: (Insert current date here)
SUBJECT: Room Numbers for (Your Business Name) Employees

As you are aware, you are being sent to a training at the Palm Beach Marriott where you will be staying for the next week. To avoid desk registration, I have assigned room numbers for each of you in advance. Below is a list of employees and their room numbers.

<u>Employee</u>	<u>Room</u>
Coco Crisp	1501
Saran Wrap	2402
Strawberry Shortcake	2204
Spongebob Squarepants	1411
Handy Dandy	3200
Chips Ahoy	2300
Rice Crispy	1119
Barbie Doll	1222
Sand Man	1224
Salad Dish	1505

As always, my promise is to keep this list confidential and treat you with the same respect and privacy that other guest who are staying at this establishment have.

Thank you for all your hard work.