**MEMORANDUM**

**TO:** «Employee\_Name»

**FROM:** Roger Meyer, Marketing

**CC:** Jackson Philips, Cybersecurity Division Manager

**DATE:** Current Date

**SUBJECT:** (Supply Appropriate Subject Line)

Welcome to the Digital Solutions Cybersecurity Division team! This new endeavor will allow our company to expand and to provide new services to our clientele. We are happy to have such qualified individuals join this team and begin a new journey forward.

We will be meeting next week to organize duties and plan our division’s workload and projects. In addition, we plan to have organized training on multiple software systems relating to this new initiative.

We will have a company-wide contest to design a logo for this new division. You may want to brainstorm some ideas in order to develop a design. Attached are the specifications for the logo as far as size, shape, colors, and other details. We hope to have many entries in order to find a logo that represents the organization and division.

In order to hit the ground running, we are happy to inform you that each member of our new Cybersecurity Division will be scheduled to attend various conferences of cyber professionals during the next month or so. These events are intended to provide professional development and networking opportunities for the members of this new initiative at Digital Solutions. We have already begun work on scheduling team members for these conferences. It is important that we learn as much as we can about this industry as we enter this realm on behalf of our company.

One of the main reasons, however, to attend these conferences is for inspiration and motivation as a member of this new team. We hope to get everyone excited about the potential of their new positions and to return with enthusiasm and excitement for the task ahead!

You are scheduled to attend the «Conference», scheduled for «Dates», in «Location». As a condition of your attendance, you will be expected to attend all keynote sessions and various breakout sessions, engage with industry experts, network with other cyber professionals, and share what you’ve learned with the rest of the team upon your return from the conference.

Please plan to attend this conference. An itinerary will be prepared for you prior to the date of the conference and travel details will be arranged on your behalf. In the meantime, I am attaching copies of the conference materials for your review.

We are excited for the opportunity of the cybersecurity team to experience these top-notch conferences and to bring back the knowledge they glean from the conference to the rest of the team.

######## (Member ID)

Attachments