**RESTAURANT INTERNAL MEMO**

To: [SPECIFY THE POSITION TO WHOM THE MEMO IS ADDRESSED]

From: [SPECIFY THE NAME AND POSITION OF THE SENDER]

Subject: [SPECIFY THE SUBJECT MATTER OF THE MEMO]

Date: [SPECIFY THE DATE]

Priority: [SPECIFY THE PRIORITY LEVEL OF THE MEMO]

Dear [SPECIFY THE POSITION TO WHOM THE MEMO IS ADDRESSED]:

It has come to my notice that [SPECIFY WHAT THE SENDER HAD NOTICED WITHIN THE RESTAURANT] and the same has not been at par with the supposed standards set by the restaurant to be followed.

I would like to endorse the fact that the [SPECIFY] and [SPECIFY] of the [SPECIFY] is of utmost importance to us as we promise to our customers to give the highest standard of [SPECIFY] quality and thus, we cannot compromise on such thing.

Please keep in mind the following dos and don’ts, regardless of the position you are working at in the [SPECIFY]:

Dos: [SPECIFY THE TO DO LIST OF THE EMPLOYEES]

Don’ts: [SPECIFY THE LIST OF THINGS THAT EMPLOYEES SHOULD NOT DO]

Please remember that it is our primary objective to provide the best of the bests. It is in our best interests to keep [SPECIFY] and [SPECIFY] as it reflects on our restaurant’s employees, place, and more so our restaurant’s image. We do not want any customers to [SPECIFY] because of our own negligence and fault. Please note that as of now, [SPECIFY] checks will be made in order to ensure that measures are properly taken into consideration for the [SPECIFY] and [SPECIFY] of the restaurant.

We will have a meeting on the [SPECIFY THE DAY] of [SPECIFY THE MONTH AND YEAR] in order to discuss the progresses we have had made, schedule of which shall be sent to the employees shortly. Should you have queries, comments, and/or suggestions, feel free to approach or contact the [SPECIFY].

Thank you and have a great day.

Best regards,

[SPECIFY THE NAME AND SIGNATURE OF THE SENDER]

[SPECIFY JOB POSITION]