

Memo

1. Noun - Plural

2. Adjective

Memo

Attention all (_____ Noun - Plural _____ 1),

For this week's (_____ Adjective _____) Friday, you must wear a (color 1) pair of slacks, with a (color 2) polo shirt.

This Friday is a special work day for the corporate (noun 2) will be checking in on our (place 1) and we must look our best. The reason for this visit is that our district is currently going through a change in management.

Your (place 2) must be as (adjective 1) as possible for the visit. No (object 1) or (object 2) are to be visible when corporate walks in for inspection. If such things are to be present at time of inspection, (adjective 2) consequences will occur.