

Exercise 12-10 • Memorandum

Proofread the following memo for all format errors. Mark the corrections using the appropriate proofreaders' marks.

GENERAL MANUFACTURING, INC.
Interoffice Memorandum

TO: Faustino Colon *Tyone*
SSK

FROM: Antoinette Davies

DATE: November 30, 20--

SUBJECT: Recognition of Staff

President Yuan has received several letters of commendation on the excellent job you did at the national convention last week. We have submitted copies of your letters to Personnel to be placed in your employee file. Congratulations!

Please complete the enclosed form by Friday so that we can include the information in the next issue of General Notes. This newsletter will be published at the end of next week. Don't lose out on this opportunity to highlight the excellent work that you did!

Also, please send us a photograph that we can use with the article.

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Enclosure