**TO:** Daniel Brooks, Human Resources Manager, Global Hog Solutions (GHS)

**FROM:** [Your Name]

**CC:** [Your Instructor’s Name and Class Section]

**DATE:** [Assignment Due Date]

**SUBJECT:** [Title for your memo]

Here, succinctly state the purpose of writing the memo, which in this case, is to propose a plan to assist employees with housing and transportation issues due to the rising cost of living in Northwest Arkansas. Briefly mention the justification for this plan.

**Summary**

In this section, provide a background of the issues being addressed. Highlight the key points that will be discussed in the memo without going into detail. This should set the stage for the recommendations and should be linked back to the need for taking action.

**Discussion**

This is where the bulk of the content will be. Start with an analysis of the challenges faced by the new employees, providing evidence from research or data to support your points. Discuss the implications of these challenges on the company’s operations and employee wellbeing. Keep the tone professional and avoid placing blame.

**Recommendation**

Finish the memo with your specific recommendations. State the immediate actions that should be taken and discuss any long-term strategies that could be beneficial. Explain how these actions can be implemented and the expected outcomes or improvements for the employees and the company as a whole.

**Closing Remarks**

End with a professional closure, inviting the executive team to contact you for further discussion or clarification on the recommendations.

**References**

**[Add your selected sources in APA format here. Alphabetical order, hanging indentation, no hyperlinks nor URLs. We have left them in below to provide you with easy access to sources; please remove them prior to submission. [See this guide](https://www.bibliography.com/apa/how-to-write-an-apa-bibliography/) with examples and easy to follow instructions for APA 7. This section needs to be on its own page and titled “References”.]**

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