

Memorandum

Date: [Insert Date]

To: All Staff

From: [Your Name], [Your Position]

Subject: Next-Gen Device Rollout Announcement

Dear Team,

We are excited to announce the upcoming rollout of our next-generation devices, designed to enhance our operational efficiency and improve user experience across all departments.

The rollout schedule is as follows:

- **Phase 1:** Initial deployment to the IT department on [Start Date]
- **Phase 2:** Deployment to the Marketing and Sales teams starting on [Start Date]
- **Phase 3:** Company-wide rollout to all remaining departments by [End Date]

Training sessions will be held on [Training Dates], and all employees are encouraged to participate. Detailed instructions and support resources will be provided to ensure a smooth transition.

Thank you for your cooperation and enthusiasm as we embrace this new technology. Together, we will continue to innovate and excel.

Sincerely,

[Your Name]

[Your Position]