

Memorandum

To: [Recipient Name]
From: [Your Name]
Date: [Date]
Subject: Implementation of Revenue Recognition Change

Dear [Recipient Name],

As part of our ongoing commitment to compliance and accuracy in our financial reporting, we are implementing changes to our revenue recognition processes in accordance with [specific accounting standard, e.g., ASC 606 / IFRS 15]. This memorandum outlines the key changes and steps for successful implementation.

Overview of Changes

The new standards require us to:

- Identify contracts with customers
- Determine performance obligations
- Establish transaction pricing
- Allocate prices to performance obligations
- Recognize revenue when obligations are satisfied

Implementation Timeline

We will initiate the implementation process starting [start date], aiming for completion by [end date]. Regular updates will be provided throughout this period.

Impact on Current Processes

Training sessions will be held on [dates], and resources will be made available to facilitate the transition. It is crucial that all team members familiarize themselves with the new processes.

Next Steps

Please review the attached documentation for detailed guidance on the changes. Should you have any questions, feel free to reach out to me directly.

Thank you for your attention to this important matter.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]