

Memorandum

TO: Mr. [Name]

FROM: Mr. [Name]

SUBJECT: [Subject]

DATE: [Date]

Reference is made to [Subject]

[Text]

[Text]

[Text]

[Text]

[Text]

[Text]

[Text]

[Text]

[Text]

[Text]

salary

[Text]

If you have any questions, please contact [Name]

[Text]

[Text]