MEMORANDUM

**TO**: Name

Complete Title

**THROUGH**: Name

Complete Title

**FROM**: Name

Complete Title

**DATE**: Date

**SUBJECT**: HR Memo *(Be specific with subject! HR action, position title, employee name, PIN#)*

*First paragraph:* Should clearly state what is being requested for Employee X.

Example:

I would like to request Employee X be reclassified from a Student Development Specialist II to a Student Development Specialist III.

*Second paragraph:* The body should include a justification for this action.

*Third paragraph:* Provide all relevant funding information such as current base rate of pay, proposed rate of pay, percent of increase, and account # from which the request will be funded.

*Fourth paragraph:* Contact information for questions and follow up.

*\*If acronyms will be used, completely spell out the acronym the first time it is used with acronym in parenthesis, then acronym may be used.*

*\*Be sure to include attachments when applicable.*

CC: If an individual is copied in the memo, it should be placed after the body of the memo.