**Memorandum**

To: Employee Name

From: Manager

CC: General Manager

Sondra Storm (Management Company)

Date: November 20th, 2019

Subject: Pay Increase Effective November 26th, 2016

I am pleased to increase your wage from $11.75 to $12.50.

This increase is a result of your efforts, including that you have fully cross trained into the front desk position and increased your availability. You always go above and beyond for team support and guest services.  You have also accepted the responsibility of training new housekeepers and have excelled in this role, setting up new team members for success.

Thank you for all your hard work. As your manager, I’m very pleased with your performance and commitment and Freemont Property appreciates your efforts and achievements so far.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_**

**Employee Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_**

**Manager Signature**