**Memorandum**

To: Employee Name

From: Manager Writing Memo

CC: General Manager

Sondra Storm (Management Company)

Date: November 25th, 2019

Subject: Status Change – Part Time to Full Time

As of November 26th, 2019, you will be a full-time employee of Company.

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

**Employee Signature**

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

**Manager Signature**