**[Sample Only –Please delete this instruction and execute memorandum on Company Letterhead with Signature required.]**

**MEMORANDUM**

To: Public Access File

From: [Insert name of Chair/Director, Hiring Department/Division/Center]

Re: Actual Wage Memorandum for [Insert name of Prospective/Current Employee]

Date: [MM/DD/YYYY]

As indicated by the attached Actual Wage Form, in addition to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Prospective/Current Employee) there are three other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Insert Job Title] in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Department/Division/Center). Two of those employees earn a higher salary as they both have more years of experience in the field. The reason that the one employee’s salary is lower is that he/she has fewer years of experience in the field.