

# MEMORANDUM

**To:** Recipient's Name

**From:** Your Name and Position

**Subject:** Promotion Announcement for [Colleague's Name]

## DATE

Dear Team,

I hope this message finds you well. I would like to inform you about a specific need for additional work that will take place on [Date] from [Start Time] until [End Time]. This additional effort is essential to address [brief reason for the additional work, such as a client demand or critical project].

### Compensation:

We sincerely appreciate your willingness to contribute to this additional effort. As recognition for your dedication, the company will compensate these extra 2 hours according to our compensation policies. The extra hours will be paid at the corresponding rate.

### Overtime Record:

Please ensure accurate recording of the extra hours worked during this period. The human resources department will be available for any inquiries related to overtime submission.

We appreciate your understanding and cooperation in this matter. Your extra effort is crucial for the continued success of [Company Name].

If you have any questions or concerns, please feel free to contact [name and contact details of the responsible person].

Sincerely,

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# March 2015 Business Memorandum

**Shasha Hu**



**March 2015 Business Memorandum:**

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