Date: (…/…/…….)

Dear,

Greetings,

Based on the approval of the CEO, the following has been decided:

First: By granting Mr/Mrs (…Name of the employee…): a value of (….0000$….) per month, to assign him/her the following tasks:

Task 1, Task 2, Task 3,….

In Section/ Department (….Section/Department….)

Second: The decision is activated from (…..date…..) until (….date… ).

Human Resources Department