

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