

# Memorandum

**To:** <Employee's name>

**CC:**

**From:** <Manager's name>

**Date:**

**Re:** Confirmation of higher duties allowance

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As discussed, I am pleased to confirm that you will receive a higher duties allowance to the value of \$ <increase amount> per annum. This allowance will commence on <commencement date> and will paid until <finishing date or event>.

<Individual message from manager>

Regards

<Manager's name>