|  |
| --- |
| ***Burke Properties*** |

Memo

To: Davis Lee

From: Jan Burke

Date:

Re: New Salary Commencing 1st January, 2013

# Congratulations!

Your outstanding sales performance during the previous fiscal year has entitled you to a salary increase based on your actual sales vs. your target sales. Effective with the first day of January 2013, your annual salary will increase from **£73,500.00**

to: **£84,525.00**

Please accept my personal thanks for your efforts on behalf of Burke Properties!