

# Memorandum



**Date:** Date

**To:** Employee Name, Title  
Current Department

**From:** DPR Name, Title  
Receiving Department

**Subject:** Job Offer Acknowledgement Letter, [Personnel Action Type] to [New Position Title]

You are being recommended for the position of **[New Position Title]** with **[Division, Department]**, effective **[Date]**. The information below is a comparison between your current position and the new position being offered.

Position Information	Current Position Title	New Position Title
Base Salary (Bi-weekly)		
Bi-weekly Pay Supplement(s)		
Classification Salary Range		
Bargaining Unit		
Job Status (Hourly/Salaried)		
Employee Status (e.g., Probation, Exempt)		
Status Date		
Pay Anniversary Date		

In this new role, you will report to **[Name, Title]**. Your work location will be **[Address]**, from **[Work Hours]**. If you have any questions or concerns, please contact me at **[Telephone Number]** or **[Email]**, **prior to signing**.

**To accept or decline this job offer, please complete the portion below**

I, \_\_\_\_\_, understand the information contained in this letter and that once I start in this new position I cannot return to my former classification, unless **[List all applicable conditions here]**.

**ACCEPT**

**DECLINE**

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Employee Signature/Date