

Writing the Basic Memo

Date: August 8, 2003

To: Josie James

From: Ike Harris *IH*

Subject: Promotion of Mona Veal to Full-Time Graphic Artist

For the past 18 months, Mona Veal has done outstanding work as a part-time graphic artist in our Marketing Department. I recommend that she be promoted to full-time status, along with the necessary \$5.50 per hour wage increase and full benefits.

The promotion is warranted for two reasons:

1. Throughout the past 18 months, Mona has demonstrated those traits