**[Instructions: Please delete all instructions in RED and execute memorandum on UF departmental letterhead. Signature is required.]**

**MEMORANDUM**

To: Public Access File

From: [Insert name of Chair/Director, Hiring Department/Division/Center]

Re: Actual Wage Memorandum for [Insert name of Prospective/Current Employee]

Date: [Insert MM/DD/YYYY]

As indicated by the attached Actual Wage Form, in addition to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Insert Name of Prospective/Current Employee] there are \_\_\_\_ [Insert number of employees] other \_\_\_\_\_\_\_\_\_\_\_\_\_ [Insert Job Title] in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Insert Name of Department/Division/Center].

* \_\_\_\_\_\_ [Insert Number of Employees] of these employees earn a higher salary, if applicable. The reason for the higher salary is because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* \_\_\_\_\_\_ [Insert Number of Employees] of these employees earn the same salary, if applicable.
* \_\_\_\_\_\_ [Insert Number of Employees] of these employees earn a lower salary, if applicable. The reason for the lower salary is because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Department Chair/Center Director Signature