



## Internal memo

**Attention** Incumbent's name  
**Sender** Immediate supervisor  
**Date**  
**Subject** **Position Evaluation – Incumbent's Name, Personnel Number And Position Title**

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I refer to your position description recently submitted to the Faculty Classification Committee for evaluation.

On behalf of the University, I would like to advise you that your position has been evaluated in accordance with the General Staff Classification Descriptors contained in the Classification Manual of the University dated at 28 October 2005 and remains consistent with HEW Level\_\_\_\_\_

As a result of the classification outcome, your position will remain at HEW Level\_\_\_\_\_, however, should your position significantly change in the future, a reclassification may then be considered.

Yours sincerely

Immediate Supervisor

Title

Address information optional

**Insert School/Centre/Department/Unit <Footer Arial 8pt bold>**

Insert Faculty/Division <Footer Arial 8pt>

Insert Postal Address <Footer Arial 8pt>

Insert Physical Address <Footer Arial 8pt>

Telephone +61 3 xxxx xxxx Facsimile +61 3 xxxx xxxx <Footer Arial 8pt>

Email Insert email address <Footer Arial 8pt>

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