



Internal memo

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

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

The 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.

On behalf of the University, I would like to congratulate you on the successful reclassification of your position to HEW Level _____ .step_____.

With effect from 30 June 2006, the current salary scale for <enter HEW Level> is:

<Enter current salary scale>

Accordingly, your new classification will take effect from ___/_____/_____.

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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