

# Memo

**To:** All Employees

**From:** Ray Fraser – General Manager

**Date:** 7/2/17

**Re: Summer Promotion 2017**

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- Jacob Colon – will be promoted to Staff Attendant – Jacob has put in the necessary hours and has established himself as an excellent contributor to our company. This promotion will be effective on July 16<sup>th</sup>, 2017 and 50 cents will be added to his current hourly wage.