

MEMO

FROM: Admin, Manager
TO: Babayemi Oluwaseun
CC: File
DATE: 20 July, 2012
SUBJECT: Promotion

I am pleased to inform you that you have been promoted from your present status as an Officer Level 1 step 4 to an **Assistant Manager** (Manager 1).

Your report line remains the same.

This takes effects from July 1, 2012.

Your new remuneration will be Two Million and eighty-eight thousand naira only per annum (N2, 088,000 including taxes).

Please accept my congratulations as management look forward to more dedication and result oriented performance from you towards this establishment.

Congratulations and best wishes!

Signed



Olusanwo, Yewande

MEMO

FROM: Management.

TO: Seun Babayemi

CC: File

DATE: 07.05.15.

SUBJECT: Additional Responsibilities.

Effective 7th May, 2015, management have decided that you are to visit clients alongside with Tope Tanimomo to liaise and relate on all issues on behalf of the company.

Signed

Management.

MEMO

FROM: Management.

TO: Babayemi Oluwaseun

CC: File

DATE: 15.08.14

SUBJECT: NOTICE OF PROMOTION

Management having been impressed by your excellent performance on the job in the period under review have decided to promote you to the next step (MR2.1) with effect from 1ST August 2014.

As a result of this, your new package will be N2, 880 ,000 per annum(Tax inclusive).

Accept my congratulations as management expects more from you going forward.

Signed



Y Olusanwo

MEMO

FROM: Management.

TO: Oluwaseun Babayemi

CC: File

DATE: 30.09.16

SUBJECT: NOTIFICATION

Please be informed of the following:

1. Going forward, all provider files in your possession should be kept in the Senior Manager, Accounts Department's (Mrs Olusanwo) office.
2. There must not be any form of cash lodgements through staff.
3. The Senior Manager must always be in copy of mails concerning any issues (including installations) in the Accounts department
4. Approval must be given for all installations and commissions.
5. Approval must be given before giving discounts.

Kindly note the above changes and adhere.

Signed

Management.