

## MEMO

To: Mr. Joseph Randall  
From: Rachel Heil  
Subject: Six Month Review  
Date: September 26, 2006

This memo is in regard to my performance thus far with this company. I was hired six months ago as an Administration and Support Officer and have undergone the necessary training and work for the past six months.

I assure you that I have been trained to complete all tasks and am now able to handle the majority of tasks of one of the offshore projects. I am able to manage crew changes as well as supervise the catering services and administer the SETRA offshore project.

I would like to propose a raise in my salary. In your decision I would like for you to consider that I have been properly trained and have shown my excellent abilities in previous tasks assigned to me. Also, I'd appreciate the opportunity to handle larger tasks.

Thank you for your time. Please let me know your decision. You may contact me at [heilr@wit.edu](mailto:heilr@wit.edu).