**MEMORANDUM**

**TO:** Bailey N. Griffith, Exempt Employees Human Resources Director

**FROM:** Click here to enter text.

**DATE:** Click here to enter text.

**SUBJECT:** Justification for Retroactive Exempt Transaction

The Click here to enter text.is requesting approval from the DFA (Department of Finance and Administration) Cabinet Secretary to allow Click here to enter text. to implement the following transaction with the effective date of Click here to enter text..

 (Insert further information regarding justification of the transaction request)

If you have any questions, you can reach me at Click here to enter text..

Thank you.