

SAMPLE

[Name of Laboratory Technician]

XXX School

[Date]

Dear Sir / Madam,

Promotion of Laboratory Technician

On behalf of the School Management Committee / Incorporated Management Committee* , I am pleased to inform you that approval is given for you to be promoted to Laboratory Technician II with effect from 1.9.2010. Your salary particulars are as follows:

<u>Name</u>	<u>Rank</u>	<u>Salary (MPS Point)</u>	<u>Effective Date</u>	<u>Incremental Date</u>	<u>Next Incremental Date</u>	<u>Maximum MPS Point</u>
Mr/Ms XXX	Laboratory Technician II	\$ XXX (MPS Point 8)	1.9.2010	1.9	1.9.2011	MPS Point 21

Yours sincerely,

(*[Name of School Supervisor]*)

c.c. EDB - SSDO(XXX) *[respective Senior School Development Officer]*
- TA(RS)
- TA(A)1

*delete as appropriate