**State of California
Department of Fish and Wildlife**

**M e m o r a n d u m**

**Date:** xxxxxxxxxx

**To:** Concepcion Chavez

 Transactions Unit Analyst

 Human Resources Branch

 Department of Fish and Wildlife

**From:** [Name]

 [Title]

 Law Enforcement Division

**Subject:** Discontinuation of Pay Differential

Please discontinue the following Pay Differential(s) for [Employee’s Name], [Job Title], as their duties have changed. Attached please find the updated proposed Duty Statement that reflects these change.

[ ]  Canine Pay Differential effective [date]

[ ]  Geographic Pay Differential effective [date]

Please contact me at (xxx) \_\_\_\_\_\_\_\_ if you have any questions or need further assistance.

cc: Program

 Official Personnel File