**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