**Memo for Salary of RA/Technician**

**To:**

**From:**

**Cc: From:**

**Date:**

**TRC Agreement No.:**

**Subject: Salary Payment of TRC Researcher**

This is to state that **Click here to enter Name** has fulfilled all his/her assigned responsibilities for the month of **Click here to enter Month**. He/She has worked for **Click here to enter no. of working hrs** working hours as specified in the contract. Kindly process his/her salary to account number **Click here to enter** account number as per TRC contract.

Regards,

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Principal Investigator