



**MEMORANDUM**

**CITY OF PHILADELPHIA**

**DEPARTMENT OF PUBLIC HEALTH**  
Human Resources Office

**DATE:** \_\_\_\_\_

**TO:** Shontae Burgess, Administrative Services Supervisor  
Human Resources Office

**FROM:** \_\_\_\_\_  
*(Supervisor's Name, Unit, & Initials of Approval)*

**SUBJECT:** EARLY PAYCHECK RELEASE

This memorandum is to request an early paycheck release for:

\_\_\_\_\_, PR # \_\_\_\_\_, Dept # \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
*(Employee's Name)*

This early release is being requested for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

Should you need further information, please do not hesitate to contact me at (215) 685-5200.

Thank you.