

Salary Increase and Bonus Letter

September 5, 2012

Letter Date entered by user

Thomas Cruise
Student Financial Services
Business Affairs

Dear Thomas,

9/1 Actual Salary in module

I am pleased to inform you that your new annual salary for the 2012-2013 year will be \$ 55,000.00. The new salary will go into effect on September 1, 2012 and will be reflected in your September 22, 2012 paycheck.

Additionally, you will receive a bonus of \$750.00, which will appear in your September 22, 2012 paycheck.

Prop \$ Bonus in module

Thank you for your contributions to Stanford University.

Bonus Pay Check Date entered by user

Sincerely,

Jill Stanford
Director

Manager Name and Manager Title entered by user