

TEMPLATE FOR SALARY INCREASE COMMUNICATION

SATISFACTORY PERFORMANCE

Note to RC or Department Administrator:

- The following template is drafted with consideration of a standard employee with annual salary increase eligible effective July 1st. Please modify the effective date and corresponding reason as appropriate. As necessary, adjust the payroll date.
- You may provide the **total percent increase** or the **value of the increase**. It is not necessary to provide both.
- If the annual salary increase provided is greater than the University allocation, it is recommended that additional justification is provided to the employee to document the above average increase (e.g. equity).
- If the annual salary increase provided is lower than the University designated maintenance percentage, the basis for the salary increase must be provided in writing, including specific reasons and performance examples. Justification should also be provided to the Compensation Department in this instance to document the less than maintenance salary percentage.
- Reminder: Per University policy, Procedures should be developed within each responsibility center through which individual faculty and staff members can request reconsideration of decisions related to aspects of their annual increase.

Dear Employee,

We are pleased to inform you of your annual salary increase for the 20XX fiscal year. Annual salary increases are provided based upon prior year performance and considerations of market and equity. Your annual salary increase is outlined below.

Total Percent Increase:	xx%
Dollar Value of Increase	\$
New Fiscal Year Salary	\$xx,xxx

Your increase will be retroactive to July 1st and made available in the September paycheck.

Once you have thoroughly reviewed your annual salary increase, should you have questions or would like to discuss the components of your increase and how it was determined, please let me know within 10 business days of receiving this letter.

Thank you for your service to the {insert department}, the {insert responsibility center} and the University.

Sincerely,