Dear «Preferred First Name»,

I am pleased to inform you that, as part of the University of Oregon's newly announced compensation package for officers of administration, your salary will be increased by 4%, effective October 1, 2024.

Your new annual rate at 1.0 FTE is $«New\_Calculated\_10\_Annual\_Rate». This salary will be reflected in your October 31 paycheck. If you have questions, please reach out to [supervisor or other unit representative].

I am pleased that we can offer this increase and I’m excited about what the future holds. Thank you for all your continued effort and hard work on behalf of [unit] and the University of Oregon.

Sincerely,

[VP or Dean]