Dear [Preferred FirstName],

I’m writing to share my gratitude for your hard work and dedication to the university’s mission. I am pleased to inform you that, based on the university’s recent merit-based salary increase process, you will receive a **[Change %]**% salary increase, effective January 1, 2024. You will first see this increase in your January 31 paycheck.

Your new annual base rate at 1.0 FTE will be [New Calculated Annual Rate with Merit].

On behalf of the University of Oregon, thank you. Congratulations on this recognition, and I wish you continued success.

Sincerely,

[name]

[title]