Dear [Preferred FirstName],

I’m writing regarding the recent merit-based salary increase process. Following a thorough review of your performance in accordance with university and unit-level policies, it has been determined that you will not receive a merit-based salary increase this year.

I understand this news may be disappointing, and I encourage you to continue to have conversations with your [department head/supervisor] to seek feedback on areas of growth and development.

We appreciate your understanding and look forward to your ongoing contributions to the University of Oregon.

Sincerely,

[name]

[title]