October XX, 2022

Dear [Preferred First Name] [Last Name],

I am pleased to let you know that the salary increase process effective October 1, 2022 is now complete. Your new 1.0 FTE base rate includes a 2% across the board increase.

ATB increase amount: $[1.0 ATB AMOUNT]

Your new annual base rate at 1.0 FTE as of October 1, 2022 is: $[NEW CALCULATED 1.0 ANNUAL RATE]

As a member of our faculty, you are crucial to our academic and research achievements. Your expertise, leadership, and service is at the core of what we do every day as an institution of higher education.

I share in the appreciation [expressed by Interim President Patrick Phillips](https://t.e2ma.net/webview/0lkutg/1d4fce64c478da2ff0a0c76440b04c51). Thank you for all you have done over the last couple of years to not just maintain our mission but advance it. I know there have been challenging times, personally and professionally, and I am grateful for your contributions to the University of Oregon.

I am pleased that we can offer this increase and look forward to the future. Thank you for all your continued effort and hard work on behalf of our students, <school/college>, and the University of Oregon.

Sincerely,

<NAME>

<TITLE>