

Date

[Employee Name]
[Department/College]

Dear [Employee Name]:

I am pleased to share that you will receive a ____% salary increase. This increase is effective [for 12-month employee “January 1, 2019” and for 9-month employee “February 1, 2019”.] Your estimated new salary rate, annualized for 1.0 FTE and subject to rounding by the payroll system, is reflected below:

New Annual Salary Rate \$_____

I appreciate your service to the [Department/College] and Oregon State University. Thank you and I look forward to continued opportunities for success.

Sincerely,

[Department Head/Chair, Dean or Designee]
[Title]