Date

Faculty Name

Address

Dear (Faculty’s Name):

You have been approved to receive an out-of-cycle increase in the amount of $(dollars) effective (date).. This increase is to acknowledge your (state rationale). This out-of-cycle increase will be a one-time, lump sum payment **OR** added to your (*academic base or supplement*).

Your total compensation will be $(dollars). This includes an academic base of $(dollars), which includes (outline all salary components included in the academic base, i.e., compensation for additional services, administrative supplement, etc.) and (if applicable) a supplement of $(dollars).

Please acknowledge your receipt of this letter by signing below and returning a copy to me.

Thank you for continuing to provide exemplary services to the department.

Sincerely,

Dean/Department Chair

Acknowledgement of receipt:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Date

c: Department Chair

Employee File