

FY24 Salary Letter Template

Date: X

Subject: Fiscal Year 2024 Salary Notification

Position Title: **X**

Dear X,

This letter serves to advise you of your annual compensation increase for fiscal year 2024 will be an increase of 3%. Beginning July 1, 2023, your annual salary will **X**, adjusted as appropriate for FTE and Term.

Thank you for your contributions and efforts to the University community. I look forward to another productive year.

If you have questions, please let me know.

Sincerely,

**Supervisor Name**