[DATE]

*Please print on department’s letterhead*

[EMPLOYEE’S NAME]

Dear XX,

I’m pleased to inform you that your FY[XX] salary will be $XX,XXX. This represents a X.XX% increase.

[FEEL FREE TO INSERT PERSONALIZED MESSAGE ABOUT EMPLOYEE’S CONTRIBUTIONS OR REASON FOR INCREASE].

Thank you for your contributions to [DEPT] and to the Wharton School. I look forward to another successful year and our continued partnership.

Sincerely,

[Manager’s Name]