[DATE]

*Please print on department’s letterhead*

[EMPLOYEE’S NAME]

[DEPARTMENT]

Dear [EMPLOYEE’S NAME],

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

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

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

Sincerely,

[Manager’s Name]

[Manager’s Title]