Salary Increase for Tenured Faculty

{date}

PERSONAL AND CONFIDENTIAL

Professor {first name last name}

{department name}

{email}

Dear Professor {last name}:

I am pleased to inform you of your annual salary as {Complete University Title} from July 1, 20xx of ${salary}, to be paid in semi-monthly installments for service rendered over nine months.

{We appreciate your continuing contributions to the Department/School/Institute/Center – may be expanded as desired by Chair/Dean/Director}.

Sincerely,

{name}

Title, Chair/Dean/Director {Department of/School/Institute/Center {name}

cc: {name of departmental administrator}