

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 in hourly wage in the amount of 3%. Beginning July 1, 2023, your hourly wage is **X**.

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**