**\*\*Sample Employee Communication Templates for Merit Program\*\***

**Template #1**

Dear [*Employee Name*],

I am pleased to inform you that a \_\_\_% increase to your base pay has been approved under the 2018-2019 Merit Program for Non-Represented (policy-covered) Staff.  Your new pay rate is $**\_\_\_\_\_\_\_/month or /hour**, effective July 1, 2018 for both bi-weekly and monthly paid employees. If you have any questions regarding your merit increase or performance evaluation, please do not hesitate to ask me.

Thank you for your continued commitment and dedication to our University.

Sincerely,

[*Supervisor or Department Head*]

**Template #2 (for reduced or pro-rated merit increases)**

Dear [*Employee Name*],

I am pleased to inform you that a \_\_\_% increase to your base pay has been approved under the 2018-2019 Merit Program for Non-Represented (policy-covered) Staff.  Your new pay rate is $**\_\_\_\_\_\_\_/month or /hour**, effective July 1, 2018 for both bi-weekly and monthly paid employees.  Please note that the (choose applicable reason: promotional /equity /reclassification) increase you received this last fiscal year was factored into the determination of the merit increase amount.

Thank you for your continued commitment and dedication to our University.

Sincerely,

[*Supervisor or Department Head*]