Date

Name

Address

City, State Zip

email address

Dear Name:

This letter is confirmation of your approved salary increase. Effective Effective Date, your salary has been increased to $monthly salary per month. This represents a      % increase, which reason for increase (i.e. growth and development, recruitment, retention, or necessary for internal salary equity.

In the event you have questions concerning your increase, please feel free to contact Name at Phone # or Email Address.

cc: Supervisor Name, Supervisor

saa@des.wa.gov

Personnel File