UNIVERSITY OF CALIFORNIA, BERKELEY

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SANTA BARBARA • SANTA CRUZ

(Insert Department Name)

(Insert Department Address)

(Insert Date)

«Emp\_Name»

RE: Merit Increase

Dear «Emp\_Name»,

I am pleased to inform you that you have received a merit increase of «Percent\_To\_Be\_Applied»% with a new monthly rate of $«New\_Comprate» effective July 1, 2019, which will be reflected on your November 1, 2019 paycheck. Retroactive payment of this merit increase will also be reflected in your paycheck on November 1, 2019.

We appreciate and thank you for your contributions and continued service to the department and to the University.

Sincerely,

«Supervisor»

«Supervisor\_Title»

Cc: Personnel File