**M E M O R A N D U M**

TO: «Employee Name», «Title»

 «Department»

FROM: Appointing Authority, Title

 Area/College

DATE: Date

SUBJECT: Salary increase

The state of Washington provided funding for a salary increase for eligible faculty in accordance with section III.E.6 of the faculty manual. The details of your salary increase are outlined below.

EFFECTIVE DATE: July 1, 2016

MONTHLY SALARY: $«Salary»

The configuration of your position is unchanged per your most recent offer letter, Personnel Action Form, or any other written modifications to your current appointment.

If you have questions regarding this matter, please contact your department Chair/Program Director.

Thank you for your commitment to Area/College and your continued contributions to Washington State University.

cc: Appropriate CCs

 Department Personnel File

 HRS Personnel File