

Date

Name

UFID#

Title

Department

College

Dear NAME:

I am pleased to inform you that your salary is being increased as of (*July 1, 2021 for 12-month; July 30, 2021 for 10-month; and August 16, 2021 for 9-month*).

This year, the University has set an aggregate salary increase pool of 3 percent to be used for merit increases, with a range for individual increases of zero to more than 3 percent based on criteria established by colleges and units. These merit raises will be effective July 1, 2021, for 12-month; July 30 for 10-month; and August 16 for 9-month active employees.

CHOOSE PARAGRAPH:

For staff—please choose:

(If the employee was awarded a merit increase)

You are being awarded a ___% salary increase due to your excellent performance and valuable contributions to your department and to the University of Florida. Your new annual salary will be \$__.

(If the employee was not awarded a merit increase)

Unfortunately, based on the eligibility criteria of the salary increase program, you were not awarded a salary increase. Your contributions to your department and to the University of Florida are valued. I look forward to working with you in the coming year.

For faculty—please choose (edit as appropriate):

You are being awarded a ___% salary increase due to your excellent performance and valuable contributions to your department and to the University of Florida. Your new annual salary will be \$__.

In addition to your salary increase, many of your University of Florida benefits such as retirement are indexed to your salary and will be increased accordingly.

Thank you for your contributions to the University of Florida.

Sincerely,

Dean/Director/Department Chair Name

Title