LETTERHEAD

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

DATE:

TO:

FROM:

RE: FY 2026 Salary Adjustment

I am pleased that we are able to distribute salary increases this year. In recognition of your contributions, your annualized salary will be increased by $XX OR XX%, to include:

{Enter what applies}

* A general increase of $XX OR XX%
* A merit increase of $XX OR XX%

This pay change will be effective Sept. 29, 2025, and you will see it reflected in your Oct. 17, 2025, paycheck. Your total salary as of Sept. 29, 2025, will be $XX.

{Enter if applicable} Your new salary will consist of a base salary of $XX and the following component(s) of pay:

* $XX fiscal conversion
* $XX administrative stipend.

{Insert closing sentence if desired}