
SCHOOL OF MEDICINE

Assistant Vice Chancellor,
Assistant Dean of Operations & Facilities Management

Merit Increase Letter

To: Employee Name

From: Melissa Hopkins, Assistant Vice Chancellor, Assistant Dean of Operations & Facilities Management

Date: July 1, 20XX

Re: Merit Increase

Employee,

I would like to congratulate you on another year of service in the Operations & Facilities Management Department here at Washington University School of Medicine. Annual salary increases are based on an individual's performance in the current fiscal year. Based on your performance in FYXX, you will receive a **{rate percentage}** increase. This will bring your hourly rate from **{current hourly rate}** to **{new hourly rate}** and your annual salary from **{current salary rate}** to **{new salary rate}**. This increase is effective July 1st, 20XX.

With appreciation,

Melissa Hopkins
Asst. Vice Chancellor, Asst. Dean of Operations & Facilities Management