November 2, 2021

[Name]

[Payroll Title, Functional Title]

[Position Number]

Re: [Within Band Adjustment | Reclassification]

[Employee’s Name]:

My recommendation for a [within band salary adjustment | reclassification] for you has been approved based on the additional permanent responsibilities added to your position. A [0% up to 12%] adjustment [has been | will be] applied to you annual salary.

Your new salary information is below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current Salary | Within Band/Reclassification Percentage (%) | Adjustment  Amount | New Salary | New Salary Effective Date |
| $ | % | $ | $ | [mm/dd/yyyy] |

I would like to take this opportunity to express my appreciation for all your hard work, contributions and commitment to the University of Maryland [department, college or school’s name].

Sincerely,

[Name]

[Title, Department]