(APPROPRIATE LETTERHEAD)

**MEMORANDUM**

Date

**TO:** (Appropriate Vice President or Provost and Executive Vice President)

**THROUGH:** Damon Slaydon (Upper Band or over Maximum)  
Vice President for Human Resources and Organizational Effectiveness

Brian Payne (Lower Band, Middle Band & Excluded)

Director, Classification and Compensation

**FROM:**

**SUBJECT:** Counter Offer Increase

**Position ID & Title:**

**Employee Name:**

**Employee UIN:**

**Current Salary:**

**Proposed Salary and Percentage Increase:**

**Proposed Effective Date of Salary Adjustment:**

{DEPARTMENT} is requesting approval of a Counter Offer Increase for {EMPLOYEE} in accordance with [Univerisity Rule 31.01.01.M2 Salary Increases not Awarded Through the Regular Budget Cycle](https://rules-saps.tamu.edu/PDFs/31.01.01.M2.pdf)and [University Rule 31.01.01.M7 Employee Compensation Administration](https://rules-saps.tamu.edu/PDFs/31.01.01.M7.pdf). The Counter Offer should be supported by evidence that the employee has been offered employment with salary increases by entities outside of Texas A&M University and the employee possesses special talents that cannot easily be replaced. Requests should be supported by strong evidence of busisess need for retention.

{PROVIDE JUSTIFICATION}