(Merit Raise)

DATE

# MEMORANDUM

**TO:**  NAME

 TITLE

**FROM:** NAME

 TITLE

**SUBJECT:** Salary for Fiscal Year 2022

We have completed our budget and salary recommendations for the upcoming year**.**  Your monthly (or hourly) pay rate effective September 1, 2021 will be $\_\_\_\_.  This amount includes a merit raise of \_\_\_%.

[*For annual salary memos provided to employees in positions that are grant-funded, HR*

*suggests that departments include the following language in the memorandum:*

Your position is funded from a grant and/or contract, which is renewed under the provisions of the grantor of the contract and/or grant; therefore, your employment is contingent upon continuation of this funding and your satisfactory job performance.]

Thank you for all you do for our [department, unit, college, or division] and for Texas A&M University.

 (One-time Lump Sum Merit Award)

DATE

# MEMORANDUM

**TO:**  NAME

 TITLE

**FROM:** NAME

 TITLE

**SUBJECT:** Salary for Fiscal Year 2022

We have completed our budget and salary recommendations for the upcoming year**.**  Your monthly (or hourly) pay rate effective September 1, 2021 will remain $\_\_\_\_.

In addition, you will receive a one-time merit pay award of $\_\_\_\_.  The one-time merit pay award will be included as a lump sum payment paid on INSERT DATE.

[*For annual salary memos provided to employees in positions that are grant-funded, HR*

*suggests that departments include the following language in the memorandum:*

Your position is funded from a grant and/or contract, which is renewed under the provisions of the grantor of the contract and/or grant; therefore, your employment is contingent upon continuation of this funding and your satisfactory job performance.]

Thank you for all you do for our [department, unit, college, or division] and for Texas A&M University.

(Merit Raise and One-time Lump Sum Merit Award)

DATE

# MEMORANDUM

**TO:**  NAME

 TITLE

**FROM:** NAME

 TITLE

**SUBJECT:** Salary for Fiscal Year 2022

We have completed our budget and salary recommendations for the upcoming year**.**  Your monthly (or hourly) pay rate effective September 1, 2021 will be $\_\_\_\_.  This amount includes a merit raise of \_\_\_%.

In addition, you will receive a one-time merit pay award of $\_\_\_\_.  The one-time merit pay award will be included as a lump sum payment paid on INSERT DATE.

[*For annual salary memos provided to employees in positions that are grant-funded, HR*

*suggests that departments include the following language in the memorandum:*

Your position is funded from a grant and/or contract, which is renewed under the provisions of the grantor of the contract and/or grant; therefore, your employment is contingent upon continuation of this funding and your satisfactory job performance.]

Thank you for all you do for our [department, unit, college, or division] and for Texas A&M University.

(Reclassification Increase)

DATE

# MEMORANDUM

**TO:**  NAME

 TITLE

**FROM:** NAME

 TITLE

**SUBJECT:** Pay for Fiscal Year 2022

We have completed our budget and salary recommendations for the upcoming year**.**  Your new monthly (or hourly) pay rate effective September 1, 2021 will be $\_\_\_\_.  This amount includes an increase for your reclassification to NEW TITLE.

[*For annual salary memos provided to employees in positions that are grant-funded, HR*

*suggests that departments include the following language in the memorandum:*

Your position is funded from a grant and/or contract, which is renewed under the provisions of the grantor of the contract and/or grant; therefore, your employment is contingent upon continuation of this funding and your satisfactory job performance.]

Thank you for all you do for our [department, unit, college, or division] and for Texas A&M University.

(Equity Increase)

DATE

# MEMORANDUM

**TO:**  NAME

 TITLE

**FROM:** NAME

 TITLE

**SUBJECT:** Salary for Fiscal Year 2022

We have completed our budget and salary recommendations for the upcoming year**.**  Your new monthly (or hourly) pay rate effective September 1, 2021 will be $\_\_\_\_.  This amount includes an equity pay increase of $\_\_\_\_.

[*For annual salary memos provided to employees in positions that are grant-funded, HR*

*suggests that departments include the following language in the memorandum:*

Your position is funded from a grant and/or contract, which is renewed under the provisions of the grantor of the contract and/or grant; therefore, your employment is contingent upon continuation of this funding and your satisfactory job performance.]

Thank you for all you do for our [department, unit, college, or division] and for Texas A&M University.

(Salary Notice Only - No Increase)

DATE

# MEMORANDUM

**TO:**  NAME

 TITLE

**FROM:** NAME

 TITLE

**SUBJECT:** Pay for Fiscal Year 2022

We have completed our budget and salary recommendations for the upcoming year.  Your monthly (or hourly) pay rate effective September 1, 2021 will remain $\_\_\_\_.

[*For annual salary memos provided to employees in positions that are grant-funded, HR*

*suggests that departments include the following language in the memorandum:*

Your position is funded from a grant and/or contract, which is renewed under the provisions of the grantor of the contract and/or grant; therefore, your employment is contingent upon continuation of this funding and your satisfactory job performance.]

Thank you for all you do for our [department, unit, college, or division] and for Texas A&M University.