XX/XX/XXXX

HR Consultant name

University Services Human Resources

Dear Name,

RE: In-Range Salary Adjustment

[Justification]

Effective XX/XX/XXXX, please process an In-Range Salary Adjustment of XX% to this [employee’s current] annual salary of $XX,XXX.

Sincerely,

cc: U Services Payroll

U Services HR File

Central HR File

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Approved by Associate Vice President Date

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Approved by Human Resource Director Date