

[Department Letterhead]

[Date]

[Name] UFID#

Title: [Title]

Department: [Department]

College: [College]

Dear [Name],

I am delighted to share that your salary will be elevated starting October 1, 2025.

This year, the University established a salary increase pool for merit or market-based salary increases based on criteria established by colleges and departments.

For Staff – please see below:

(If you have received a merit or market-based salary increase)

In recognition of your exceptional performance and valuable contributions to your department and the University of Florida, you are being granted a [%] salary increase. Your revised annual salary will now amount to \$[Amount].

(If you have not been granted a merit or market-based increment)

Regrettably, per the program's eligibility requirements, you have not been awarded a salary increase this time. Please be assured that your contributions to the University of Florida, and your department, hold great value. I am eager to collaborate with you in the forthcoming year.

Moreover, along with the salary increase, several University of Florida benefits, including retirement benefits, are correlated to your salary and will consequently experience a corresponding increase.

I express my gratitude for your dedicated contributions to the University of Florida.

Yours sincerely,

[Dean/Director/Department Chair Name]

Title: [Title]