Month XX, 2016

Employee Name

123 Street St.

Columbus, OH 43210

Dear (Employee Name),

This letter is to inform you that your salary will increase to $XXX,XXX annually, $X,XXX.XX per hour/month, effective DATE due to an equity adjustment.

**Include for AMCP Eligibility when appropriate:**

Effective September \_\_, 2-XX, you will be eligible for a merit based salary increase.

Please contact me with any questions.

Sincerely,

HR Professional Name

HR Professional Title

cc: Manager, Manager’s Title

OAA HR Service Center