June 24, 2024

[Employee's Name]  
[Employee's Position]

Dear [Employee's Name],

I am pleased to inform you that you have been awarded a salary increase for the upcoming fiscal year. This decision reflects your consistent hard work, dedication, and contributions to the success of Texas State University.

The details of your salary increase are as follows:

* **Effective Date:** September 1, 2024
* **New Annual Salary:** [New Annual Salary Amount]

On behalf of the entire leadership team at Texas State, I want to extend our heartfelt gratitude for your efforts over the past year. Your contributions have been invaluable, and as a result of your dedication and hard work, students are thriving, and the university has achieved outstanding results.

Looking ahead, I know you will continue to be an important part of our success. With you as part of our team, I am confident we will continue to achieve great things.

Congratulations, and thank you once again for all that you do.

Best regards,

[Your Name]  
[Supervisor Title]