



Date:

To: Employee

From: Dean/Director/Supervisor

SUBJECT: Change to your Appointment

This letter is your notification of a change in your appointment.

I am pleased to inform you that, as a result of a significant change in your job duties, your title and/or pay grade is being changed. Please be advised that effective [insert date], your title will be \_\_\_\_\_ and your pay grade will be \_\_\_\_\_.

**Select one:**

- Because of this change, you are being given an increase of \$ \_\_\_\_\_ to your annual base salary. Your new salary will be paid at an annual rate of \$ \_\_\_\_\_ which is a biweekly rate of \$ \_\_\_\_\_.
- Although you received a pay increase at the time your duties changed, you are receiving an additional increase as a result of this change. Your new salary will be paid at an annual rate of \$ \_\_\_\_\_ which is a biweekly rate of \$ \_\_\_\_\_.
- Since you received a pay increase at the time your duties changed, your salary will not be increased at this time.
- Your current rate of pay will remain the same.
- Because of this change, your salary will now be paid at an annual rate of \$ \_\_\_\_\_ which is a biweekly rate of \$ \_\_\_\_\_ commensurate with your duties and level of authority.

If you have any questions about your new duties or pay grade, please do not hesitate to contact me. You have my best wishes for continued success at USF!

cc: Dean/Director  
Human Resources