<Date>

Dear <Name>,

A request was submitted to evaluate your position for a <reclassification/in-range adjustment>. We are pleased to inform you that based on the evaluation performed by Human Resource Services the requested action was approved as follows:

*Name:* *Aggie ID:*

*Position:*

*Position Title:*

*Pay Level:*

*Approved Rate of Pay:*

*Effective date:*

If you have any questions, please contact your HR Liaison. You may also visit the Human Resource Services Position Management FAQs page at <http://hr.nmsu.edu/employment/position-mgmt/faqs/>. Thank you for your service to New Mexico State University.

Sincerely,