<Date>

Dear <Name>,

In an effort to recognize your contributions and acknowledge your value to the university, we are pleased to offer you a retention increase of a base salary adjustment to $XXXXXXX.

If you accept this offer, please sign below and return the original copy of this letter to the [chair/director] by [date]. Upon receipt of your acceptance, we will process salary adjustment action, effective the beginning of the next pay period cycle.

If you have any questions, please do not hesitate to contact us. Thank you for your service to New Mexico State University.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

XXXXXXXXXXXXX Date