

[Date]

[Professor Name]

[Department Name]

[University/Institution Name]

Dear [Professor Last Name],

It is with great pleasure that I formally notify you of an adjustment to your base salary, effective [Effective Date].

Your contributions as a tenured member of our faculty are invaluable. This adjustment is a proactive measure to recognize your continued excellence in research, your international reputation as an expert in [Field of Study], and your significant impact on our academic community. This increase is intended to ensure your compensation remains competitive and reflects the high value we place on your continued tenure and leadership at [Institution Name].

The details of your salary adjustment are as follows:

- Current Base Salary: \$[Amount]
- Adjustment Amount: \$[Amount]
- New Annual Base Salary: \$[Amount]

All other terms and conditions of your tenured appointment remain unchanged. This adjustment will be reflected in your paycheck starting on [Pay Date].

We remain deeply committed to supporting your future scholarly endeavors and are grateful for your ongoing dedication to the university.

Sincerely,

[Signature]

[Name of Dean/Provost]

[Title]

[Institution Name]

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Acknowledgment of Receipt:

I accept the terms of this salary adjustment.

\_\_\_\_\_ Date: \_\_\_\_\_  
[Professor Name]