

**Model letter for notification of unsuccessful proposal**

**for Contribution Increment(s) or Single Contribution Payment**

**Personal and Confidential**

Dear

I regret to inform you that the proposal you put forward for the award of [either] one/two/three Contribution Increment[s] [or] a Single Contribution Payment in the 1 January \*\*\*\* exercise was unsuccessful. I understand this will be a disappointment for you.

If you wish to receive feedback on your application, please contact me.

Yours sincerely

Head of Institution

cc Lead HR Business Partner