

**Model letter for notification of award**

**of Contribution Increment(s)**

**Personal and Confidential**

Dear

I am pleased to inform you that the Awarding Authority for [insert Awarding Authority] has agreed to award you [a/two/three] Contribution Increment[s] and your salary point on grade [insert grade] will be adjusted from point [insert point] to [insert point] with effect from 1 January \*\*\*\*.

Payment of your salary at the adjusted rate will be made in March’s payroll together with any arrears due to you.

The University is extremely grateful for your contribution and would like to thank you for all your hard work.

Yours sincerely,

Head of Institution

cc HR Business Manager