

**Model letter for notification of award of**

**a Single Contribution Payment**

**Personal and Confidential**

Dear

I am pleased to inform you that the Awarding Authority for [insert Awarding Authority] has agreed to award you a Single Contribution Payment of [3% or 2%] of your annual base salary (pro-rated for part time staff). This payment will be made with your salary in March’s payroll.

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