August 21, 2023

[Employee Name]

College of Engineering

Box ######

Dear [EMPLOYEE NAME]

This is to inform you that the Office of Compensation has reviewed our request to formally acknowledge your assumption of temporary additional responsibilities. As such, a *Temporary Pay Increase (TPI) OR Temporary Salary Increase (TSI)* has been approved. From [MONTH, DAY, 20XX], through MONTH, DAY, 20XX], you will receive a [*XX%*] salary adjustment for the additional duties you have assumed in support of the [DEPARTMENT/UNIT/OFFICE]. Your monthly salary during this period is [$XX,XXX.00]*.*

These temporary duties you assumed are related to [DETAILED DESCRIPTION OF REASON FOR TEMPOARY PAY/SALARY INCREASE].

The duties that you performed were above and beyond your normal scope of work, which included but were not limited to [LIST DUITES PERFRORMED REALTED TO THE ABOVE].

Thank you for your continued excellent service to the [DEPARTMENT/UNIT/OFFICE] at the University of Washington!

Sincerely,

[Supervisor’s Name]

[Supervisor’s Title]

[Department]

Cc: Aileen Trilles, Senior Director of Human Resources

Personnel Record