DATE

TO: Employee Name

FROM: Director

SUBJECT: Employee Compensation

For Fiscal Year 2025 (FY 2025), the Idaho Legislature has appropriated funding of 2% for eligible employees to be distributed based on merit, and a 1% increase to ongoing salaries of permanent employees, for a change in employee compensation (CEC).

Due to your [performance rating] performance rating, you will receive a $[#] per hour pay increase. [Insert comments about performance]

Your new pay rate, effective [Date], 2024, will be $[#] per hour, bringing your annual salary to

$[#].

Along with your salary, your total compensation includes many benefits such as health insurance (medical, dental, vision); life and disability insurance; retirement; and paid time off (vacation, sick, and 11 paid holidays).

Thank you for your contributions to [Agency].

Sincerely,

Director