PERFORMANCE ADJUSTMENT REQUEST JUSTIFICATON

DATE: MM/DD/20YY

TO: CALS Human Resources

FROM: <Department Name>

Re: Performance Adjustment Request Justification

<Employee's Name>

<Employee's Official Title>

<Start Date in Current Position>

<Adjustment Amount ($)>

The department of <Department Name>requests a <base/lump sum> performance adjustment for <Employee's Name> due to performance. <Her/His> performance is excellent, and the expectation is that it will continue.<Provide 3-5 sentences highlighting the employees excellent performance>.

<Employee's Name>received a performance evaluation on MM/DD/20YYand is meeting expectations. <She/He> has completed the campus’ mandatory *Preventing Sexual Harassment and Sexual Violence* training. [If a supervisor: <Employee's Name> is up to date on all performance evaluations for their staff.]

For these reasons we request a pay increase to <$salary/$rate per hour> effective MM/DD/20YY.

If you have any questions, please reach me at <e-mail address> or <phone number>*.*