



Dear employee:

Contingent upon the Board of Regents' approval of the university's budget at their August, 2008 meeting, I am pleased to inform you that your 2007 merit award will be ____%, resulting in a new annualized salary of \$_____.

Your new salary becomes effective September 1, 2008, and changes will appear on the October 1 pay statement.

Thank you for your ongoing contribution to UTSA's success.