

TENURED FACULTY

{date}

PERSONAL AND CONFIDENTIAL

{full name}

{complete university title}

{department name}

{email/department address}

Dear {first}:

I am pleased to inform you of your annual salary of \${salary} from July 1, 2018 to June 30, 2019, to be paid in semi-monthly installments.

We appreciate your continued contributions to the Department in your capacity of {Complete University Title}.

Sincerely,

{chair/dean}

{title}

{Chair/Dean}, Department of {department name}

cc: CUMC Faculty Affairs