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| San Jose State University logo | <Department Name> | One Washington SquareSan José, CA 95192-<XXXX> | TEL: <408-XXX-XXXX> |
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| **The California State University:**Chancellor’s OfficeBakersfieldChannel IslandsChicoDominguez HillsEast BayFresnoFullertonHumboldtLong BeachLos AngelesMaritime AcademyMonterey BayNorthridgePomonaSacramentoSan BernardinoSan DiegoSan FranciscoSan JoséSan Luis ObispoSan MarcosSonomaStanislaus | <Date>Dear <Ms./Mr. XXXXXX>:This letter is your official notification that effective <Effective Date>, your hourly compensation will be <Choose an item> from <Previous Hourly Rate of Pay> to <New Hourly Rate of Pay>.As stated in your original appointment letter, you are not to exceed 20 hours per week, in all concurrent jobs, during an academic term. This appointment is subject to renewal and carries no commitment of permanent status. We appreciate your service to the <Department Name> and San Jose State University. If you have any questions, please feel free to contact me via phone at <Phone Number> or email at <Email Address>.Sincerely,<Name><Hiring Manager Title or Department Contact>CC: <HR Contact (optional) or Hiring Manager> |