**Draft Temporary Increase Letter**

**(Month DD, YYYY)**

**(Address Block)**

Dear **(name)**,

On behalf of the **(department name),** I am pleased to confirm our offer of a temporary **(increase percentage)** increase to your current **(base FTE)** fixed-term renewable **(payroll title)** appointment. This temporary increase is for the **(Fall/Spring)** semester of the 2019-20 academic year only with no presumption of reappointment. Final approval of this temporary increase is contingent on sufficient enrollment.

Your additional duties will be to teach **(course number and name)**. This temporary increase to your appointment extends through the entire payrolling period of **(payroll start date)** through **(payroll end date)**. All other terms of your appointment remain unchanged.

Please contact me if you have any questions regarding the increase in your appointment.

Sincerely,

**Chair/Director (name and title)**

xc: L&S HR Rep

**(Supervisor’s name if other than person signing letter)**