



Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213

CONFIDENTIAL

To: Employee Name
From: Manager Name
Date: Today's Date
RE: One-Time Payment

Dear Employee Name,

Per our conversation, I am happy to award you a one-time payment in the amount of \$0,000. This one-time payment is in recognition of [Reason for One-Time Payment].

You can expect to receive this payment, minus all applicable taxes and withholdings, in your regularly scheduled paycheck dated MM/DD/YY.

Thank you for your continued dedication to both our department and the university as a whole. Your commitment and hard work are greatly valued and your contribution is critical to our achievements.

Sincerely,

Manager Name
Manager Name

Requesting Organization Approvers (Standard Approval Flow)

This transaction will be routed to the approvers associated with the employee's primary position. If the employee does not hold a position within your organization, please obtain the signatures of the appropriate approvers within your department before payment is processed.

Supervisor

Supervisor's Supervisor

Human Resources Business Partner

Financial Approver

ALG Member

Threshold Approver