

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Salary Increase Notification

We are pleased to inform you that your salary has been reviewed and an increase has been approved. This adjustment reflects your hard work, dedication, and contributions to [Company Name].

Effective [Effective Date], your new annual salary will be [New Salary Amount]. This adjustment will be reflected in your paycheck starting [Payroll Date].

We appreciate your efforts and commitment to [Company Name] and look forward to your continued success.

If you have any questions regarding this adjustment, please feel free to reach out to [HR Contact Name] at [HR Contact Email/Phone Number].

Congratulations on your well-deserved salary increase!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]