

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that, based on your performance and contributions to [Company's Name], we have decided to grant you a salary increment. Effective [Effective Date], your new salary will be [New Salary Amount].

This increment is a reflection of your hard work, dedication, and commitment to excellence in your role as [Employee's Job Title]. We appreciate your efforts in [mention specific achievements or contributions], and we are excited to see your continued growth and success with our team.

Please feel free to reach out to your manager or HR if you have any questions regarding this change.

Thank you for your ongoing contributions to [Company's Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]

[Company's Contact Information]