

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Salary Adjustment Notification

We are pleased to inform you that your salary will be adjusted effective [Effective Date]. After reviewing your performance and contributions to [Company Name], we have decided to increase your annual salary from [Current Salary] to [New Salary].

This adjustment reflects our recognition of your hard work, dedication, and the value you bring to our team. We appreciate your contributions in [specific achievements or projects], which have significantly benefited our organization.

The new salary will be reflected in your paycheck starting [Date of First Pay Adjustment].

Thank you for your continued commitment to [Company Name]. We look forward to your ongoing contributions and success within the team.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]