

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

Dear [Employee's Name],

Subject: Salary Increase Notification

I am pleased to inform you that, in recognition of your hard work and contributions to [Company Name], we have decided to increase your salary. Effective [Effective Date], your new salary will be [New Salary Amount], reflecting your value to our team and your commitment to excellence. This increase reflects our appreciation for your efforts and is a testament to your talent and dedication. We have seen [specific examples of achievements or contributions], and we believe this adjustment is well-deserved.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]