

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your salary will be increased effective [Effective Date]. This decision reflects our recognition of your hard work and contributions to the company.

Your new salary will be [New Salary Amount] per [year/month/hour], and it will be reflected in your next paycheck.

We appreciate your dedication and commitment to your role and look forward to your continued success with us.

Thank you for your hard work!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]